

# BOARD OF SUPERVISORS

## Brown County



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### **HUMAN SERVICES COMMITTEE**

Patrick Evans, Chair  
Steve Fewell, Vice Chair  
Julie Knier, Rich Langan, Pat La Violette  
Tom Lund, Jesse Brunette

### **HUMAN SERVICES COMMITTEE**

**Wednesday, May 27, 2009**

**6:00 p.m.**

**Room 200, Northern Building  
305 E. Walnut Street**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 22, 2009.

### **Comments from Public /Such other Matters as Authorized by Law**

### **Report from Human Services Chair, Patrick Evans**

1. Review Minutes of:
  - a. Aging & Disability Resource Center Board 0(4/23/09).
  - b. Veterans' Recognition Subcommittee (05/12/09).
  - c. Homeless Issues & Affordable Housing Subcommittee (04/14/09).

### **Syble Hopp School**

2. 2010 Budget Form

### **Health Dept.**

3. Request for Budget Transfer (#09-27)-- Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category: Transfer \$23,000 from Health Grant Reserves to Capital Outlay for the purchase and installation of 6 cubicle units.
4. Update on Novel H1N1 Influenza A.
5. Budget Status & Financial Report (February, March, and April, 2009).
6. Director's Report.

**Aging & Disability Resource Center**

7. Revenue and Expense Report (4/30/09).

**Human Services Dept.**

8. Approval of NEW Family Care Plan.
9. Report on Children's Psychiatric Services.
10. Support for Prescriptive Authority for Psychologists.
11. RFP for Corporate Adult Family Home.
12. Mental Health Center Statistics (April, 2009).
13. Bellin Psychiatric Monthly Report (April, 2009).
14. Approval for New Non-Continuous Vendor.
15. Request for New Vendor Contract.
16. Monthly Contract Update.
17. Resolution re: Change in Table of Organization Human Services.
18. Financial Report for Community Programs.
19. Financial Report for Mental Health Center.
20. WCHSA Minutes – April 2, 2009.
21. Director's Report

**Veterans Dept.** No Agenda Items.

**Other**

22. Audit of Bills.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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**PROCEEDINGS OF THE BROWN COUNTY**  
**HUMAN SERVICES COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, April 22, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Jesse Brunette, Pat Evans, Steve Fewell, Julie Knier, Rich Langan  
Tom Lund, Pat LaViolette

**Also Present:** Tom Hinz, Jayme Sellen, Debbie Klarkowski, Fred Mohr  
Don VanderKelen, Mark Quam, Lisa Anderson  
Judge Don Zuidmulder, Beth Robinson  
Supervisors Bill Clancy, Mary Scray, Kathy Johnson  
Other Interested Parties, Media

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**\*\*Presentation\*\***

**By Judge Zuidmulder re: Update on Drug Court**

- I. **Call Meeting to Order:**  
The meeting was called to order by Chairman Pat Evans 6:03 p.m.
- II. **Approve/Modify Agenda:**  
  
**Motion made by Supervisor Brunette and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY**
- III **Approve//Modify Minutes of March 25, 2009:**  
  
**Motion made by Supervisor Brunette and seconded by Supervisor LaViolette to approve. MOTION APPROVED UNANIMOUSLY**

**Comments from Public/Such Other Matters as Authorized by Law:** None

**Report from Human Services Chair, Patrick Evans:**

Chairman Evans stated he was very disappointed with the recent termination of Diane Pivonka, Mental Health Center Hospital & Nursing Home Administrator. Evans stated that his dealings with her over the years have been professional, that she has been an outstanding advocate for the clients at the facility, also acknowledging her support with the building of the new Community Treatment Center.

1. **Review Minutes of:**
  - a. **Aging & Disability Resource Center Board (3/26/09)**
  - b. **Veterans' Recognition Sub-Committee (4/14/09)**
  - c. **Homeless Issues & Affordable Housing Subcommittee (03/17/09):**

**Motion made by Supervisor Lund and seconded by Supervisor LaViolette to receive and place on file 2a, b, & c. MOTION APPROVED UNANIMOUSLY**

III

**Presentation – Judge Zuidmulder – Update on Drug Court:**

Judge Zuidmulder reported that a Drug Court Team has been created consisting of one or more Circuit Court Judges, a representative from the District Attorney's office, along with others with background in drug and alcohol treatment, rehabilitation services, etc. The Team attended a nationally sponsored federal program in March. They have been meeting Tuesdays and Thursdays to prepare a manual and intake process, with the goal of taking the first people into the program by mid-May or first part of June. The manual includes a mission statement, an introduction, eligibility standards, referral and entry process, court proceedings, program requirements, etc. (Copies of draft attached)

A flow chart is also attached, which Zuidmulder explained sets forth the manner in which people will be taken into the Drug Court. Eligibility requirements include residency in Brown County, population will be identified through the District Attorney's office, and the Team will work with law enforcement and prosecutors to assure clientele is appropriate.

*(Supervisor Knier arrived 6:10 p.m.)*

Each participant shall pay \$750 to participate in the program, \$250 of which can be earned by doing community service work.

The program consists of three phases. Please see information for requirements of completion.

*(Supervisor Fewell arrived 6:15 p.m.)*

Beth Robinson was introduced as the newly hired Coordinator for the program (resume and contact information attached). Zuidmulder explained that Ms. Robinson will be responsible for meeting with clientele to conduct an assessment and determine the appropriate treatment program to address the issues they have.

When asked regarding her background and experience, Ms. Robinson explained that this is an exciting opportunity for the community and she is pleased to be part of the Team. She has worked in mental health and substance abuse (probation and parole) for the last several years, and is looking forward to helping people in a different way. She defined her responsibilities as including clinical training and assessment of offenders to determine if they meet criteria for the program. She is presently working on data entry and collection, budget, Team organization, etc.

Judge Zuidmulder asked the committee to review the attached materials, stating that he will also appear before the Public Safety Committee.

**Communications:**

2. **Communication from Supervisor Fewell re: Request that a meeting be held of the Human Services Committee to immediately address the status of the psychiatrist at the Mental Health Center to avert a crisis situation for the Mental Health Services. (Referred fro April County Board):**

Supervisor Fewell explained his concern that a shortage of psychiatrists could threaten the MHC's primary source of income, along with the evaluation and treatment of out-of-county patients. The center has traditionally operated with

III



two full-time psychiatrists, however, is now reduced to 1½ positions. This could mean fewer patients and less revenue.

Dr. Koti Mannem remains full-time, however, Dr. Chandra Bommakanti reduced to part-time status on January 1<sup>st</sup>. When asked by Supervisor Knier the current salaries, Debbie Klarkowski reported that the Clinical Director currently earns a base salary of \$197,000 annually, with the psychiatrist earning in the \$190,000 range or approximately \$94 per hour.

Chairman Evans stated that in contact with Prevea, he learned they pay their psychiatrists in the \$155,000 to \$221,000 range, pointing out that the County appears to be in range with private sector.

Executive Tom Hinz stated that he and HR staff met with Dr. Mannem who has assured him that he plans to stay with the County at this time, stating that he will not ask for a change in compensation and will take on extra case load as needed until issues are resolved. Advertisement for a full-time psychiatrist will continue.

Supervisor Fewell indicated that he struggles with the hourly rate being paid for a contract psychiatrist presently in the \$150 an hour range. Executive Hinz agreed this is an area that needs to be addressed.

Further discussion by the committee resulted in the urgency to hire someone for the psychiatric position.

**Motion made by Supervisor Lund and seconded by Supervisor Langan to refer to staff to move forward with the hiring of a psychiatrist for the Mental Health Center. MOTION APPROVED UNANIMOUSLY**

**Motion made by Supervisor Lund and seconded by Supervisor LaViolette to refer to Administration to investigate the discrepancy in pay between a full-time employee vs. a part-time contract psychiatrist. MOTION APPROVED UNANIMOUSLY**

**Health Department:** No Agenda Items

**Aging & Disability Resource Center:**

3. **Revenue & Expense Report (3/31/09):**

**Motion made by Supervisor LaViolette and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Human Services Dept.**

4. **Mental Health Center Statistics for March 2009:**

**Motion made by Supervisor LaViolette and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY**

III

5. **Resolution re: CHANGE TO TABLE OF ORGANIZATION, Delete (2.5) FTE Clerk/Typist II positions and create 2.5 FTE Clerk II positions:**

Mark Quam explained that this change to the Table of Organization is merely a title change and has no financial impact.

**Motion made by Supervisor LaViolette and seconded by Supervisor Fewell to approve. MOTION APPROVED UNANIMOUSLY**

6. **Bellin Psychiatric Monthly Report for March 2009:**

Supervisor Fewell asked if the report identifies only admissions and census, or if it also identifies individuals who have been turned away for service. It is his understanding there have been adolescents who in the last two months were denied treatment.

Tom Eggebrecht explained that those who may require longer term treatment are at times transferred to Winnebago, as Bellin is used for short term stays. Mark Quam added that Brown County previously had their own psychiatric inpatient unit that worked with Shelter Care and other community programs, however, that model has changed and now only a free-standing psychiatric center exists.

Mr. Quam indicated that Denver Johnson is the manager in that area and suggested that he be invited to attend a meeting to further discuss this issue.

**Motion made by Supervisor Fewell and seconded by Supervisor Knier to invite Denver Johnson to give an update regarding Bellin Psychiatric services at the May meeting. MOTION APPROVED UNANIMOUSLY**

**Motion made by Supervisor Lund and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY**

- 7 **Approval for New Non-Continuous Vendor:**

**Motion made by Supervisor LaViolette and seconded by Supervisor Knier to approve. MOTION APPROVED UNANIMOUSLY**

8. **Request for New Vendor Contract:**

**Motion made by Supervisor Fewell and seconded by Supervisor Knier to approve. MOTION APPROVED UNANIMOUSLY**

9. **Monthly Contract Update;**

**Motion made by Supervisor LaViolette and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY**

10. **Budget Status Financial Report for Community Programs:**

Mark Quam reminded the committee that in the Fall of 2007 dollars were taken from the Mental Health Center overtime budget to fund the Teen Parent Program. Although it was not anticipated, there was a deficit in the Community

III

Programs fund balance. He attributes this to lagging of Medical Assistance payments in the area of in-home personal care for elderly and disabled, and in the area of community mental health care. He indicated that a budget transfer will be required to come from the fund balance.

**Motion made by Supervisor Fewell and seconded by Supervisor Knier to approve. MOTION APPROVED UNANIMOUSLY**

**11. Budget Status Financial Report for Mental Health Center:**

Mr. Quam pointed out that the 2008 budget was over in the area of overtime due to lack of staffing, however, he explained that revenue in areas of public charges and intergovernmental charges somewhat balanced this.

**Motion made by Supervisor LaViolette and seconded by Supervisor Brunette to approve. MOTION APPROVED UNANIMOUSLY**

**#'s 12 & 13 taken together**

**12. WCHSA Minutes (March 5, 3009):**

**13. Financial Report:**

Mr. Quam pointed out that #12 is a narrative covering the financial report in #13. He explained that a minimum was proposed in the Governor's budget which affected all counties, and described it as "unkind" to human service programs. He specifically pointed out a reduction of DCF BCA funding and an elimination of IV-E money which funds the Healthy Families Program at Family Services.

In addition, counties will be required to contribute to the cost of care for children and elderly patients at Mendota and Winnebago Mental Health Institute (\$325,000) based on 2008 usage; and there is a reduction in revenue (\$240,500) in Certified Public Expenditure payments in FY 09 (formerly the Supplemental Payment Program). Quam stated he is unsure how this will effect county allocation, however, stated it could potentially reduce additional deficit funding to counties.

Assistant to the County Executive, Jayme Sellen, reported that she and Supervisors Krueger, DeWane, and Andrews attended the WCA Lobby Day, meeting with five legislators. She stated it was well attended and well organized, however, no commitments were received from legislators. Although agreeing with requests, their response was to ask where the money will come from.

When asked by Supervisor Fewell if this meant the Healthy Families Program will be gone, Quam indicated that it is dependent on IV-E funding which is projected to be eliminated. Quam pointed out that many non-profit agencies in the Green Bay area are fund raising to expand the Healthy Families model to include more children and increase prevention.

Fewell noted that in reading the Wisconsin Counties Association magazine, it appears that county nursing homes bring in federal dollars to the state. Quam indicated that although true, much of this is "skimmed" for state use. He added that an overwhelming percentage of money in the budget goes to pay for living arrangements for elderly and children, along with in-home support.

III

**Motion made by Supervisor Fewell and seconded by Supervisor LaViolette to receive and place on file #'s 12 & 13.**  
**MOTION APPROVED UNANIMOUSLY**

14. **Director's Report:**

Mr. Quam announced he will be retiring effective the end of the month.

Chairman Evans asked Mr. Quam if he was aware Hospital & Nursing Home Administrator, Diane Pivonka, was going to be terminated. Quam indicated he was told approximately ten minutes before. Evans expressed concern that as of the first of the month Brown County will not have a Director of Human Services, nor will they have a Hospital & Nursing Home Administrator.

Supervisor Lund confirmed that a licensed individual is required to run the hospital and nursing home, asking how the facility will run if no one is licensed. Quam explained that the State keeps a list of retired and part-time nursing home administrators who may be willing to fill in, however, pointed out the salary will have to be attractive.

**Motion made by Supervisor Fewell and seconded by Supervisor Knier to acknowledge Mark Quam's 12 years of service to Brown County Human Services. MOTION APPROVED UNANIMOUSLY**

**Veterans Dept.** No agenda items  
**Syble Hopp School** No agenda items

**Other:**

15. **Audit of Bills:**

**Motion made by Supervisor Brunette and seconded by Supervisor LaViolette to approve. MOTION APPROVED UNANIMOUSLY**

15a. **Closed Session: A closed session pursuant to Sec 19.85 (1)( c ) involving consideration of a public employee's performance:**

County Board Attorney Fred Mohr stated that originally he had noticed the closed session to discuss the job performance of the Mental Health Center psychiatrist. He has since found that is exempted under statute.

In relation to the termination of Diane Pivonka, Mohr stated that a Press Gazette article this date indicates that Ms. Pivonka is planning to pursue legal action against the county. Mohr explained that when an employee's performance is discussed in closed session, such employee has the right to ask what was discussed. Since it appears there is threatened litigation, he did not think it wise to discuss her performance.

Mohr further explained there is a second exemption dealing with consultation with an attorney regarding pending litigation. When this exemption is used the committee has attorney/client privilege, meaning that discussion in closed session will not be released.

III

Chairman Evans asked if Corporation Counsel was present during the termination process and Mohr stated that only he and Executive Hinz were involved. Mohr explained that originally it was intended to have Corporation Counsel present, however, discussion of the matter determined that in the event of potential legal litigation, both could be called as witnesses and excluded from representing the county. His contract requires him to advise and consult with the County Executive regarding labor matters.

Supervisor Knier noted a point of order, stating this item was not properly noticed on the agenda and should not be discussed.

**Motion made by Supervisor Knier and seconded by Supervisor LaViolette to adjourn at 7:20 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel,  
Recording Secretary

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**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY**  
**BOARD MEETING**

**April 23, 2009**

**PRESENT:** Donajane Brasch, Tom Diedrick, Patricia Finder-Stone, Warren Skenadore, Grace Aanonsen, Bill Clancy, Steve Daniels, Judy Parrish

**EXCUSED:** Pat Cochran, Keith Pamperin, Libbie Miller

**ALSO PRESENT:** Sunny Archambault, Arlene Westphal, Debra Bowers, Kinsey Black, Devon Christianson, Denise Misovec, Diana Brown, Jennifer Nelson

**PLEDGE OF ALLEGIANCE.**

Chairperson Diedrick called the meeting to order at 8:30 a.m.

**ADOPTION OF AGENDA:** A motion was made by Sup. Clancy and seconded by Ms. Parrish to adopt the April 23, 2009 agenda. **MOTION CARRIED.**

**INTRODUCTIONS** were made.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF March 26, 2009:**

Ms. Finder-Stone moved and Ms. Brasch seconded to approve the minutes of the regular meeting of March 26, 2009. **MOTION CARRIED.**

**FINANCIAL REPORT:**

**A. REVIEW AND APPROVAL OF THE MARCH, 2009 REPORT:** Ms. Archambault reported that everything appears to be on target so far with nothing outstanding. We will be receiving the Title III Grant dollars shortly. We did receive a letter from the county stating that they have reviewed their indirect cost plans and we were charged an addition \$1300 for 2008. Our accounting department has made payment.

Ms. Parrish moved and Ms. Aanonsen seconded to approve the March 2009 Financial Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** Board Members reviewed the restricted donation of \$200 in memory of Verna Thompson for the I&A Department.

Ms. Finder-Stone moved and Ms. Aanonsen seconded to approve the Restricted Donations. **MOTION CARRIED.**

**APPROVAL OF RFP PROCESS FOR NUTRITION PROGRAM FOR 2010-2011:**

Ms. Archambault announced that it is, once again, time to proceed with the bidding process for our Nutrition Program. She reviewed the timetable for the Request for Proposals (RFP) process suggesting that proposals be opened by the Program Committee at 8:00 a.m. on June 25, 2009 with recommendations being made to the Full Board at the Board of Director's Meeting at 8:30 a.m. She informed the Board that this would be a one year contract with the opportunity to extend it to two years and asked for their approval of the RFP Process.

Sup. Clancy moved and Ms. Brasch seconded to approve the RFP Process for the Nutrition Program for 2010-2011. **MOTION CARRIED**

**APPROVAL OF AMENDMENT TO ADRC BY-LAWS:** Ms. Archambault reviewed the recommendations for amendment to Section 5. Conflict of Interest and Article II – Board Membership; Section 2. Terms of Office of the ADRC By-Laws that members had previously discussed at the March 26<sup>th</sup> Board of Director's Meeting. These recommendations were placed on the April Board Agenda for consideration to meet the five (5) days written notice requirement for amending by-laws.

Ms. Finner-Stone moved and Ms. Parrish seconded to approve the amendment to ADRC By-Laws. **MOTION CARRIED.**

**HISTORY OF INDEPENDENT LIVING AND DISABILITY RIGHTS:** Mr. Diedrick gave a brief report on the history of independent living and disability rights. He began by stating that Centers for Independent Living (CILs) are grassroots, advocacy-driven organizations run by and for people with disabilities. They focus on civil rights, the independent living philosophy, and inclusion. All Centers provide individual and systems advocacy, information and referral, peer support, and independent living skills training. Anyone with a disability has the right to participate in all of the same activities as those without disabilities.

Prior to 1960 the only place the disabled went was to church and those with significant disabilities were institutionalized. As the process of deinstitutionalization began to occur in the 1960's, people with significant disabilities were gradually released from institutions to return to their communities; and, the need for individual living aids and dollars to keep them independent became inevitable. At that time the model of the disabled changed from a medical model to a socialization model. It was realized that it was 95% cheaper to keep a person living in their own home with aids than it was to keep them in a nursing home setting. Disability-specific advocacy efforts initiated the Disability Rights and Independent Living Movement. Significant accomplishments included providing increased opportunities for people with disabilities and achieving real political power.

Mr. Diedrick recapped the story of Ed Roberts, the "Father of Independent Living" and how he faced a vicious discrimination in his educational pursuits and rose to become the head of the California Department of Rehabilitation, the very same agency that had dismissed him as unemployable fifteen years earlier. Across the country Centers for Independent Living began to grow. Rallies and sit-ins were held across the country drawing attention and support for the Rehabilitation Act of 1973 took place. As the Independent Living philosophy took hold nationally and the Disability Rights Movement gained acceptance the Americans with Disabilities Act was signed into law on July 26, 1990.

Wisconsin received funding from the Rehabilitation Act of 1973 to develop CILs in the later 1970's and the first centers were opened in Milwaukee, Racine and Madison. One requirement of the funds was for State-match dollars. Today, Wisconsin has eight Centers for Independent Living. While the proposed Governor's budget includes dollars for ILCs, the funding is from the federal stimulus dollars and impacts the ILCs differently. It also removes the state dollars placing future state funding in jeopardy.

**ADRC UPDATES – FUNCTIONAL SCREENS:** Ms. Christianson, Assistant Director of the ADRC, updated Board Members on the transition to assume the responsibility of completing functional screens for consumers seeking publicly funded long term care services. Up to now, we are contracting with Human Services staff to provide this service. Functional screens are an ADRC responsibility and we plan to phase in this responsibility during the rest of this year. By January 1, the ADRC will provide screens for all seniors and adults with a disability. Screens

Screens for children will continue to be provided by Human Services.

The Functional Screen is a tool developed by the state to assure consistency throughout the system in determining eligibility for long term care services. Screeners are required to pass a ten modular exam before they can use this tool. Right now, four of our staff have been certified and we plan to have all I&A staff certified no later than January 1, 2010. At that time, all adult screens will be completed by the ADRC.

Because we are not a Family Care county and there are 800 plus people on the COP/CIP waiting list, eligibility will not result in service dollars for the consumer. The challenge for us will be to connect these persons to community resources they can afford to help them live as independently as possible.

**DIRECTOR'S REPORT:** Ms. Archambault shared the letter she wrote to Secretary Timberlake with the Department of Health Services regarding the allocation for ADRCs in the Governor's proposed budget. Because we are not a Family Care county, the proposal would have a huge negative impact on our budget. The budget is based on the assumption that ADRCs will capture a specific percentage of Medical Assistance dollars through 100% time reporting of ADRC staff.

As discussed above, right now we are contracting with Human Services to provide functional screens for long term care services. Even when we provide all screens, Brown County is only completing approximately 20 adult long term care functional screens per month – a number substantially lower than the screens performed in Family Care Counties. Many consumers do not choose to have a screen completed if it only results in being placed on an 800-plus waiting list and there is no chance to receive services. Family Care counties realize approximately a 32% MA reimbursement rate through their 100% time reporting. It should not be difficult for these Family Care ADRCs to meet the proposed MA rate of 28% that is included in the Governor's budget. However, our ADRC time reporting only averages around 20% in MA claiming.

The Governor's proposed budget decreases the GPR allocated to ADRCs based on the difference between the MA contract rate of 23.62% and the proposed MA budget rate of 28% and also makes the adjustment retroactive to January 1, 2009. This could result in a loss of over \$100,000 of GPR funding for our ADRC in 2009. It would not be possible for us to meet our contract requirements with this loss in revenue. Ms. Archambault noted that the earliest we anticipate having Family Care in Brown County is 2011. We will be limited in our capacity to capture MA dollars as an ADRC until Family Care arrives. We are requesting assistance from Secretary Timberlake to address this issue.

Ms. Archambault also noted that there are no Prevention Grant Dollars for next year in the Governor's proposed budget. Over the next few months we will be putting together a bare-bones budget to see if we will be able to support these programs for next year. While there will be stimulus dollars for the nutrition program, the state is still discussing how these funds will be allocated. Our reporting requirements will include how many jobs have been added or saved because of the stimulus money.

Other comments include:



- GWAAR (Greater Wisconsin Agency on Aging Resources, Inc.) is the new structure for our Aging Network. Ms. Archambault distributed the first newsletter for GWAAR as they are in the process of working through their transition.
- Ms. Archambault shared an e-mail she received from the National Council on Aging noting the urgency to contact Congress to include Long-Term Services and Supports in Health Reform and to Cosponsor the CLASS Act. The CLASS Act would create a nationwide voluntary insurance program to help people with coverage for long-term services and supports.
- Department Heads and Supervisors have been attending trainings on Leadership and Safety Issues provided by the County Executive. Ms. Archambault also attended a "LEAN" orientation which is a method of examining procedures to see if they can be changed for increased efficiencies.
- Information has been received regarding our 2010-2012 Aging Plan. The plan requires that we develop goals using the 'SMART' format in three areas: Transportation Coordination; Emergency Preparedness; and Support for Family Caregivers. We are also encouraged to develop goals in a priority area of our choosing. The Aging Plan is due on December 1, 2009.
- CWAG's 32<sup>nd</sup> Annual Convention will be held at the Radisson Hotel in Green Bay on July 23-24, 2009. The theme of the convention will be "The Changing Face of Aging".
- Tom Frazier, Director of CWAG, will be retiring at the end of this year.
- Ms. Archambault announced that the ADRC has three new employees who will be joining our staff. Kinsey Black joins us from Wisconsin Public Service as our new Clerk Typist, Kathryn Kaari comes to us from the Salvation Army and will be our new Senior Program Coordinator at our Pulaski Site, and John Fritz will be joining us the end of May from the Alzheimer's Association as our newest Information & Assistance Specialist.

**ANNOUNCEMENTS:** Announcements were as follows:

- Ms. Parrish announced that nominations for Vice President of the ADRC Board of Directors are now open. At this time Mr. Pamperin is a nominee. If anyone else is interested, please contact Ms. Parrish before the next meeting on May 28, 2009. Nominations can also be made at that meeting.
- Ms. Finder-Stone urged Board Members to attend the CWAG (Coalition of Wisconsin Aging Groups) District 4 Spring Meeting being held on Monday, April 27, 2009 at the SC Grand Banquet & Convention Center in De Pere, WI.
- Ms. Finder-Stone also informed board members that John Hendricks from the CWAG Office will be at the Allouez Village Hall at 1:00 this afternoon presenting on "Fraud Issues for Seniors".
- Mr. Diedrick reminded Board Members that there are a number of committees available for them to serve on and to let either himself or Ms. Archambault know of their interests.
- Mr. Diedrick also invited Board Members to an Open House being held on May 28, 2009 at *Options* for Independent Living in Green Bay, WI. The Open House will run from 11:00 a.m. to 6:00 p.m. with highly trained staff to answer questions on benefits, housing, adapted equipment, remodeling or any other disability related issue. It will be an opportunity to experience the wide variety of ideas and applications which promote maximum independence.

**NEXT MEETING: DATE – MAY 28, 2009:** The next ADRC Board of Director's Meeting will be held on Thursday, May 28, 2009.

**ADJOURN:** Sup. Clancy moved to adjourn and Ms. Finder-Stone seconded. **MOTION CARRIED.** The meeting adjourned at 9:46 a.m.

Respectfully Submitted,

*Arlene Westphal*  
s/s

Arlene Westphal, Secretary

**PROCEEDINGS OF THE BROWN COUNTY  
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats. a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, May 12, 2009, at 5:15 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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PRESENT: Don Bettine, Jim Haskins, Chair Jack Krueger, Duane "Snake" Pierce, Sherry Steenbock, John Walschinski.

EXCUSED: Kristen Verhaagh.

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1. CALL MEETING TO ORDER

The meeting was called to order by Chair Jack Krueger at 5:15 p.m.

2. INVOCATION BY JIM HASKINS

3. APPROVE/MODIFY AGENDA

**A MOTION WAS MADE BY JIM HASKINS AND SECONDED BY SHERRY STEENBOCK TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

4. APPROVE/MODIFY MINUTES OF APRIL 14, 2009

**A MOTION WAS MADE BY DUANE PIERCE AND SECONDED BY JOHN WALSCHINSKI TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

5. APPROVE JOHN MAINO AS MEMBER OF COMMITTEE

**A MOTION WAS MADE BY JIM HASKINS AND SECONDED BY DUANE PIERCE TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

6. REPORT FROM JIM HASKINS ON BROWN COUNTY FAIR

Jim Haskins stated that he attended the Executive Fair Board Meeting on May 6, 2009, and learned that the time of the Veterans' celebration was to be changed again. Haskins stated that he understood the time change to be from 11:15 a.m. to 12:15 p.m.; however, Haskins will confirm the time. Haskins will notify Jerry Polus (Veterans Service Officer) as soon as possible of the correct times, because Polus is having the tickets printed. Also, Haskins was told that there were some people who were claiming to be veterans that were given free admission even though they had no tickets. Therefore, the Fair Board has requested a count from Polus of the number of tickets printed.

At the Executive Fair Board Meeting, Haskins discussed providing armbands to identify the veterans. Due to the cost, Haskins was told that stickers could be provided by the

Fair Board instead; and these stickers would not have a dates printed on them, so they could be used in the following years.

When Sherry Steenbock questioned why free admission was not provided on the rides, Chair Krueger stated that the Fair has to pay the Carnival \$10 per person for the rides. Chair Krueger further stated that that was the reason Maino wanted to get a sponsor. Haskins stated that he felt that if veterans got into the Fair free, that was good enough for him. Don Bettine stated that "we don't have a lot of younger veterans" who would be interested in the rides anyway. Chair Krueger indicated that, for next year's Fair, perhaps Maino could pursue this with his numerous contacts in order to obtain a sponsor.

Steenbock asked how proof would be obtained concerning whether or not the veteran is actually obtaining tickets for which he/she is eligible. Chair Krueger stated that "(we will just) have to respect the individual as telling us the truth." Bettine stated that if free admission tickets were provided for the families, then there is no control over it. Chair Krueger stated that he felt very strongly that those family members who were here while the veterans were gone were just as much a veteran. Chair Krueger stated that that is another reason he would like to see Maino obtain a sponsor.

Haskins stated that the radio announcement was wrong; it stated that any veteran could get in free, instead of mentioning that a ticket was needed. Haskins stated that if any ads are placed, the ads should specify that a ticket is required.

7. REPORT FROM JOHN MAINO (IF AVAILABLE) ON BROWN COUNTY VETERANS COMMISSION FUNDING POSSIBILITY OF SELLING CUPS, BUMPER STICKERS, ETC.

No report – Radio Personality, John Maino, was not available.

8. REPORT FROM CHAIR JACK KRUEGER

Chair Krueger stated that there are collection places for old cell phones to be given to active duty soldiers: Fox Community Credit Union; Cell Com; Liberty Tax Service; Proko-Wall Funeral Home; Accurate Auto Parts; and some fire stations.

Concerning the purchase of cups, t-shirts, and bumper stickers, Chair Krueger stated that he contacted Sue Betrand to get information regarding the cost of purchasing these items. There is no setup charge for cups and t-shirts.

**Cups:** Cost of \$3.17 each in lots of 36 (\$114.12). Chair Krueger asked if these could be sold for \$5.00 each, with the profit going to the Veterans Commission. It was recommended that 36 be purchased.

**T-Shirts:** Cost of \$5.85 each in lots of 24 (Fruit of the Loom) and possibly selling them for \$8.00-\$10.00 each. Consensus of color for the t-shirt was Navy Blue with the standard logo. It was recommended that 24 Large and 24 X-Large be purchased. Duane Pierce suggested selling these for \$10.00 each.

**Bumper Stickers:** Cost for 4" X 6" oval with a white background and with the same logo: \$2.28 each for 75; \$1.76 each for 125; \$1.12 each for 250; \$.60 each for 500; and \$.40 each for 1,000. It was recommended that 250 be purchased and sold for either \$2.50 or \$3.00 each.

Chair Krueger asked what items would be door prizes. There is an estimated 48 camouflage backpacks from last year that could be given away. Bettine suggested that giving away a few cups, t-shirts, and bumper stickers might encourage others to purchase them.

**A MOTION WAS MADE BY JIM HASKINS AND SECONDED BY DON BETTINE TO PURCHASE 36 MUGS, 250 BUMPER STICKERS, AND UP TO 48 T-SHIRTS. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**A MOTION WAS MADE BY JOHN WALSCHINSKI AND SECONDED BY DON BETTINE TO GIVE AWAY 6 MUGS, 6 T-SHIRTS, 12 BUMPER STICKERS, AND THE BALANCE OF THE BACKPACKS. Vote taken. MOTION CARRIED UNANIMOUSLY.**

9. REPORT FROM COMMITTEE MEMBERS

Haskins stated that he needed more certificates as he had given away all he had to Golden Corral. Steenbock asked that certificates include years of service, month, and year; because she had received old ones that had incomplete information.

Pierce had no report.

Walschinski showed the Committee a draft of pencil drawings of veterans and families, as well as a "Circle of Hope" poster that could be used near a collection container for donations for the Veterans Commission. Discussion ensued concerning where containers could be obtained and where these could be placed. Walschinski received positive comments concerning the "Circle of Hope" logo/poster. Chair Krueger said he would contact Polus and Tom Hinz, County Executive, for approval to be placed on the Agenda.

Walschinsk explained the "9 in 09" sign up sheet that he designed at Haskins' request. (Copy attached.) The purpose of this is for each Committee member to solicit 9 businesses during 2009 that would be able to offer donations for Veterans' Day celebrations.

Chair Krueger informed the group present that stimulus money had become available for vet centers.

Steenbock questioned the number of certificates received. Chair Krueger stated that the current total is 1114.

Bettine stated that there will be a dedication of the Flatley Park Memorial Area on May 30; information should be in the newspaper.

Chair Krueger stated that he will be out of town from May 30 until June 6.

Pierce stated that a veterans' memorial will be dedicated on May 23 in Downtown Appleton in front of the Courthouse.

When asked, Chair Krueger indicated that Polus is working to obtain the band, color guard, and speaker for the Veterans' Ceremony.

Pierce stated that the Viet Nam Vets of America do a nice ceremony Memorial Morning at 8:00 a.m., before the DePere parade, and a ceremony in Voyager Park at 1:00 p.m.

10. REPORT FROM JERRY POLUS (CVS, IF AVAILABLE)  
a) Vet Center

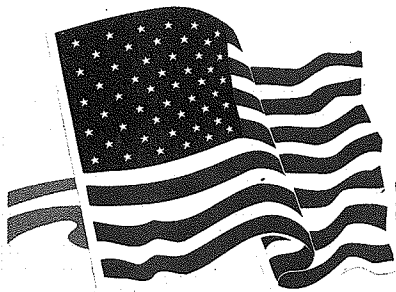
No report – Jerry Polus, Veterans Service Officer, was not available.

11. SUCH OTHER MATTERS AS AUTHORIZED BY LAW: None.

**A MOTION WAS MADE BY JIM HASKINS AND SECONDED BY SHERRY  
STEENBROCK TO ADJOURN AT 6:06 p.m. Vote taken. MOTION CARRIED  
UNANIMOUSLY.**

Respectfully submitted,

Lisa M. Alexander  
Recording Secretary



# **VETERANS DAY VETERANS DISCOUNTS & FREE OFFERS!**

# 2009

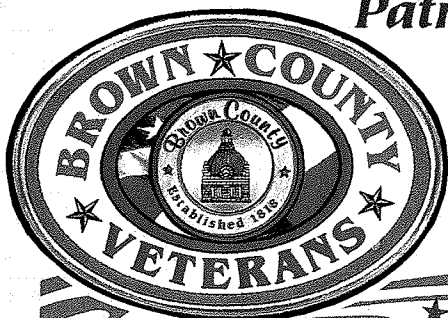
IN

- ★ 1. \_\_\_\_\_
- ★ 2. \_\_\_\_\_
- ★ 3. \_\_\_\_\_
- ★ 4. \_\_\_\_\_
- ★ 5. \_\_\_\_\_
- ★ 6. \_\_\_\_\_
- ★ 7. \_\_\_\_\_
- ★ 8. \_\_\_\_\_
- ★ 9. \_\_\_\_\_

***Patriotic Supporters of Veterans & Their Families***

**Thank You for Your Support of  
BROWN COUNTY VETERANS**

**Brown County Veterans Recognition Subcommittee**



PROCEEDINGS OF THE BROWN COUNTY  
HOMELESS ISSUES & AFFORDABLE HOUSING SUBCOMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Homeless Issues & Affordable Housing Subcommittee** was held on Tuesday, April 14, 2009, at NeighborWorks - 437 South Jackson Street, Green Bay, Wisconsin.

---

**Present:** Noel Halvorsen-Chairman; Lawrence Loberger, Rosemary Jonas, Kathy McMurray

**Excused:** Tammy Frea, Mary Marks, Inky Meng, Michael Paprocki, Cathy Putman

**Also Present:** Kang Vang, Intern at Family Services

---

**1. Call Meeting to Order:**

The meeting was called to order by Chairman Noel Halvorsen at 3:36 p.m.

As there was not a quorum present, no formal action was taken.

**2. Approve/Modify Agenda:**

N/A

**3. Approve/Modify Minutes of March 17, 2009.**

Chair Halvorsen requested correction of spelling of his name.

**4. Broadsheet preparation and approval:**

A general discussion of the broadsheet took place. Chair Halvorsen stated that this issue was going to focus on the homelessness of the school-age population. Alison Draheim submitted a draft of the broadsheet. Halvorsen stated that he re-worked that draft and edited it for flow. (See attachment.) Another focus was the difference between last year and this year and the "flip flop" between singles and families. Halvorsen is waiting for information from Kathy McMurray on those figures and will follow up with her. Halvorsen noted that the picture of the water lilies on that draft is simply a place-holder, and he will obtain a replacement, perhaps from Draheim. Halvorsen requested that each person review and submit comments.

Halvorsen stated that he had proposed a draft concerning the recovery package. Since there has not been a finalization of the neighborhood stabilization funds that would be used for the purchase of foreclosures, this has been postponed.

Halvorsen asked if there were any questions. Lawrence Loberger asked Rosemary Jonas about the available funds for energy assistance from ICS. Jonas indicated that funds are available for the regular program, and that she is not aware of any other funding that is becoming available.



Kathy McMurray arrived at 3:42 p.m.

McMurray stated that she had been awaiting more recent numbers to use for comparison. Halvorsen stated that using the January numbers would be "worth the copy." McMurray will compile.

Halvorsen stated that a recent analysis indicated that a person is 3 times more likely to be in foreclosure in Green Bay than a person who is a client of NeighborWorks. In other words, NeighborWorks clients are 1/3 less likely to be in foreclosure than the community in general.

**5. Such other matters as authorized by law.**

Meeting adjourned at 3:48 p.m.

Respectfully submitted,

Lisa M. Alexander  
Recording Secretary

1c.



2008	Actual Results	6-Month Actual Results	2009 12-Month Estimated Results	2009 Revised Budget		Account Number	2010	
							Decision Item Total	Requested Budget
2,613	589	3,000	3,000			387	-	3,000
30,752	15,531	32,480	32,480			411	3,632	36,112
2,252	1,379	2,100	2,100			412	950	3,050
3,026	1,082	2,600	2,600			413	100	2,700
23,980	7,974	21,980	21,980			415	-	21,980
54	-	150	150			416	150	300
1,417	773	1,820	1,820			417	80	1,900
-	24	40	40			433	-	40
148	120	160	160			434	-	160
5,304	1,624	1,624	1,570			449	2,105	3,675
-	-	-	-			451	-	-
243,355	108,412	250,197	247,896				25,517	273,413
574,860	226,023	560,093	560,093			341	11,049	571,142
6,385	1,364	3,655	3,655			342	220	3,875
-	-	300	300			343	(100)	200
116	382	400	400			344	-	400
3,174	1,429	4,000	4,000			346	200	4,200
4,462	3,862	5,000	5,000			348	500	5,500
204	15	375	375			349	-	375
589,201	233,075	573,823	573,823				11,869	585,692
35,182	8,844	45,000	45,000			331	1,000	46,000
48,156	30,379	41,000	41,000			336	9,000	50,000
5,180	2,201	4,800	4,800			337	200	5,000
1,879	1,121	1,800	1,800			338	200	2,000
90,397	42,544	92,600	92,600				10,400	103,000
826,863	376,301	831,159	831,159			386	160,639	991,798
826,863	376,301	831,159	831,159				160,639	991,798
1,399	699	4,000	4,000			713	-	4,000
3,166	39	4,000	4,000			730	-	4,000
4,565	738	8,000	8,000				-	8,000
8,746	1,186	3,065	3,065			537	315	3,380
103,249	-	80,000	80,000			936	10,000	90,000
3,098	3,337	2,875	2,875			941	725	3,600
4,523	-	-	-			992	-	-
119,616	4,523	85,940	85,940				11,040	96,980
3,733	34,864	34,864	34,864			551	(5,727)	26,018
3,733	34,864	34,864	34,864				(5,727)	26,018

2008 Actual Results	6-Month Actual Results	2009 12-Month Estimated Results	2009 Revised Budget	Account Number	2010 Decision Item Total	2010 Requested Budget
6,397,090	2,522,598	6,747,073	6,741,653		385,565	7,127,218
Total Expenditures						
				Revenue Category		
2,832,466	-	3,031,759	3,031,759	Property Taxes	-	3,031,759
2,832,466	-	3,031,759	3,031,759	Total Taxes	-	3,031,759
1,393,330	421,753	1,388,074	1,388,074	Handicapped Aid	(24,498)	1,363,576
1,407	-	1,600	1,600	State Food Service Aid	-	1,600
1,469,026	-	1,400,000	1,400,000	General State Aid	(10,000)	1,390,000
19,318	6,065	25,000	25,000	Federal Food Service Aid	(6,000)	19,000
5,095	-	-	-	Value of Commodities	-	-
375	-	-	-	ESEA - Title II-A Technology Training	-	-
225	-	564	564	ESEA - Title IV-A Safe & Drug Free	(564)	-
102	-	-	-	ESEA - Title V-A Innovative Programs	-	-
374,942	9,054	440,000	440,000	Medicaid	-	440,000
3,263,820	436,872	3,255,238	3,255,238	Total Intergovernmental Revenue	(41,062)	3,214,176
33,711	15,202	49,490	49,490	Pupil Lunch/Breakfast Fees	-	49,490
6,081	2,661	-	-	Adult Lunch Fees	6,000	6,000
3,058	2,805	3,000	3,000	Student Fees	(200)	2,800
388,749	131,812	379,725	350,000	Tuition (Non-Open Enrollment)	125,000	475,000
-	3,000	6,000	6,000	Other Rent for Duplex	-	6,000
431,599	155,480	438,215	408,490	Total Public Charges	130,800	539,290
152,491	-	245,600	245,600	CESA - Transit of Aids	-	245,600
95,552	37,493	37,493	-	Districts - Flow Thru Dollars	92,493	92,493
2,519	59,692	2,500	2,500	CESA - Reimbursement of Subs	-	2,500
250,562	97,185	285,593	248,100	Total Intergovernmental Charges	92,493	340,593
958	20	900	900	Interest on Investments	-	900
6	-	-	-	Auction Proceeds	-	-
651	218	-	500	Miscellaneous	-	500
1,615	238	900	1,400	Total Miscellaneous	-	1,400
6,780,062	689,775	7,011,705	6,944,987	Total Revenues	182,231	7,127,218
382,972	(1,832,823)	264,632	203,334	BALANCE CHECK: REVENUES OVER (UNDER) EXPENDITURES		

Syble Hopp Summary

	2008 Actual	2009 Estimate	2009 Revised Budget	2010 Budget	Change from 2009 Revised Budget	
					\$	%
Personnel Costs	4,519,360	4,870,490	4,870,490	5,042,317	171,827	3.53%
Operating Expenses	1,799,383	1,763,103	1,760,802	1,980,267	219,465	12.46%
Interdept. Charges	74,614	78,616	78,616	78,616	-	0.00%
Capital Outlay	3,733	34,864	31,745	26,018	(5,727)	-18.04%
Total Expenditures	6,397,090	6,747,073	6,741,653	7,127,218	385,565	5.72%
Intergovernmental	3,514,382	3,540,831	3,503,338	3,554,769	51,431	1.47%
Public Charges	431,599	438,215	408,490	539,290	130,800	32.02%
Other Miscellaneous	1,615	900	1,400	1,400	-	0.00%
Other Financing Sources	-	-	-	-	-	0.00%
Total Revenues	3,947,596	3,979,946	3,913,228	4,095,459	182,231	4.66%
Addition to (Use of)						
Special Rev Fund Balance	382,972	264,632	203,334	-	(203,334)	-100.00%
Tax Levy	2,832,466	3,031,759	3,031,759	3,031,759	-	0.00%

# REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

## TYPE OF TRANSFER (check one)

## DESCRIPTION

## APPROVAL LEVEL

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Category 1            | Reallocation from one line item to another within the major budget categories   | Department Head                      |
| <input checked="" type="checkbox"/> Category 2 | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.<br><input checked="" type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.           | County Executive<br><br>County Board |
| <input type="checkbox"/> Category 3            | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.<br><input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive<br><br>County Board |
| <input type="checkbox"/> Category 4            | Interdepartmental Transfer (including contingency or general fund transfers)  | County Board                         |
| <input type="checkbox"/> Category 5            | Increase in Expenditures with Offsetting Increase in Revenue  | County Board                         |

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Transfer \$23,000 from Health Grant Reserves (10-6020-492900) to Capital Outlay (10-6010-509010) for the purchase and installation of 6 cubicle units. This grant-funded project will allow the Health Department to discontinue use of office space in the UW Extension building, ~~the existing 24,000 sq. ft. building used for the Regional Public Health Preparedness grant program.~~ The 6 cubicles will house Preparedness grant staff as well as update the work areas of adjacent Health Department employees.

Department

Department Head

Date

Health

Judy Friederichs

4-24-09

☒ Approved☐ Disapproved
  
 County Executive

5/9/09

Date



Brown County  
Health

Budget Status Report

February, 2009

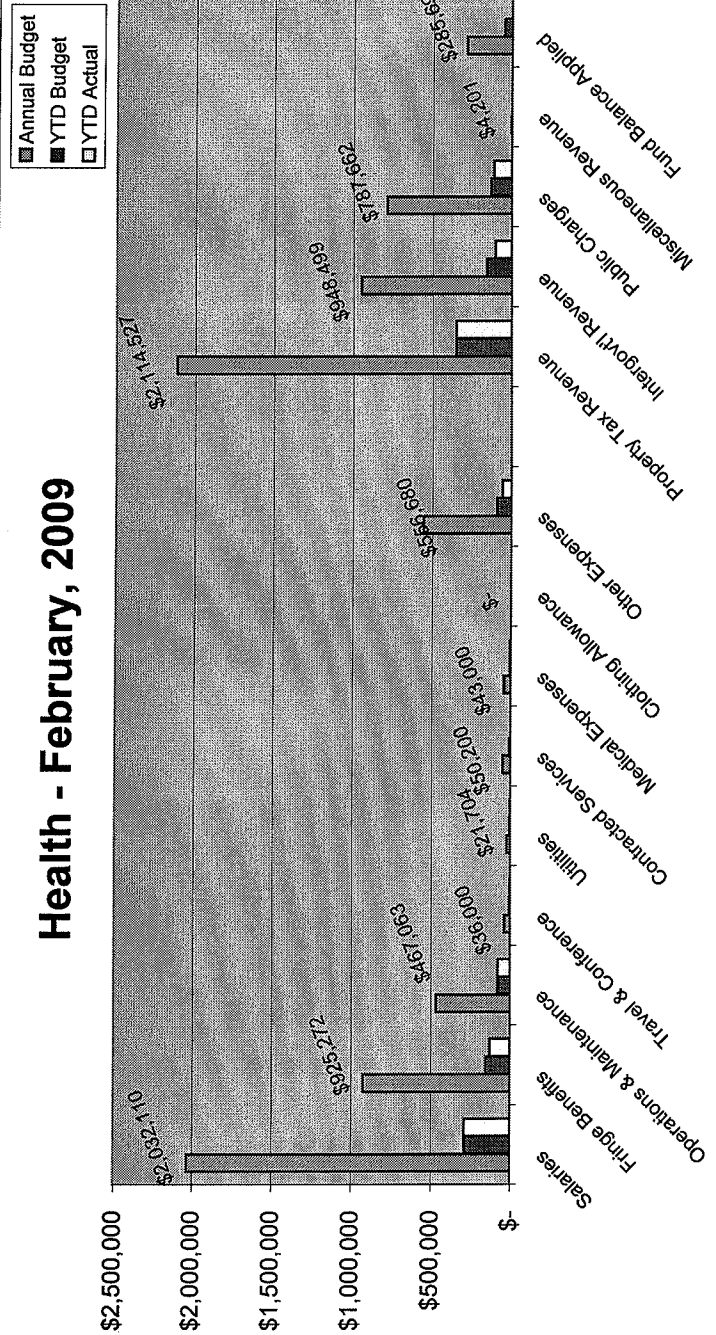
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 2,032,110	\$ 289,452	\$ 289,155
Fringe Benefits	\$ 925,272	\$ 154,215	\$ 126,991
Operations & Maintenance	\$ 467,063	\$ 77,844	\$ 78,287
Travel & Conference	\$ 36,000	\$ 6,000	\$ 2,621
Utilities	\$ 21,704	\$ 3,617	\$ 2,469
Contracted Services	\$ 50,200	\$ 8,367	\$ 781
Medical Expenses	\$ 43,000	\$ 7,166	\$ 4,708
Clothing Allowance	\$ -	\$ -	\$ -
Other Expenses	\$ 556,680	\$ 92,780	\$ 56,481
Property Tax Revenue	\$ 2,114,527	\$ 352,421	\$ 352,422
Intergov't Revenue	\$ 948,499	\$ 158,083	\$ 104,001
Public Charges	\$ 787,662	\$ 131,277	\$ 111,936
Miscellaneous Revenue	\$ 4,201	\$ 700	\$ 16
Fund Balance Applied	\$ 285,690	\$ 47,616	\$ -

**HIGHLIGHTS:**

Expenses: Cost categories are within budget.

Revenues:

**Health - February, 2009**



DEPT: 10-6000  
 CONTROL: SUMTST/01  
 REPORT: IS000005  
 FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
 HEALTH SUMMARY  
 DEPARTMENTAL BUDGET REPORT  
 MONTH ENDING FEBRUARY 28, 2009

PAGE: 0001  
 DATE: 03/30/2009  
 TIME: 11:32:52

CURRENT MONTH				YEAR TO DATE			
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	
EXPENDITURES							
144,902	155,468	10,566	REGULAR EARNINGS	253,446	287,619	34,173	
11,181	0	(11,181)	PAID LEAVE EARNINGS	35,340	0	(35,340)	1,767,664
281	916	635	OVERTIME EARNINGS	369	1,833	1,464	(35,340)
156,364	156,384	20	TOTAL SALARIES	289,155	289,452	297	10,631
11,328	77,107	65,779	FICA	21,019	154,215	133,196	2,021,110
40,001	0	(40,001)	ACCIDENT & HEALTH INSURANCE	68,001	0	(68,001)	925,272
3,238	0	(3,238)	LIFE INSURANCE	5,505	0	(5,505)	904,253
1,464	0	(1,464)	DENTAL INSURANCE	2,741	0	(2,741)	(68,001)
9,015	0	(9,015)	DISABILITY INSURANCE	16,327	0	(16,327)	(334)
6,985	0	(6,985)	RETIREMENT CREDIT	12,851	0	(12,851)	(5,505)
106	0	(106)	WORKERS COMPENSATION INSURANCE	213	0	(213)	(2,741)
72,471	77,107	4,636	TOTAL FRINGE BENEFITS	126,991	154,215	27,224	(16,327)
1,765	750	(1,015)	OFFICE SUPPLIES	2,321	1,500	(821)	(12,851)
219	250	31	SUPPLIES & EXPENSE	260	500	(240)	9,000
172	250	78	COPY EXPENSE	327	500	(173)	3,000
422	500	78	PRINTING	710	1,000	(290)	3,000
0	25	25	DUES & MEMBERSHIPS	300	50	(250)	6,000
0	291	291	EQUIPMENT REPAIR & MAINTENANCE	0	583	(583)	3,500
0	50	50	CLEANING & HOUSING SUPPLIES	38	100	(62)	600
0	34	34	SPECIAL FORMS	39	67	(28)	400
821	625	(196)	POSTAGE	827	1,250	(423)	7,500
21,099	11,896	(9,203)	SPACE RENTAL	29,769	23,793	(5,976)	142,758
0	25	25	BOOKS, PERIODICALS, SUBSCRIPTION	0	50	(50)	300
0	41	41	AUDIO-VISUAL	0	83	(83)	500
9,728	12,709	2,981	INFORMATION SERVICES CHRGCKS	21,969	25,417	(3,448)	152,499
344	344	0	INSURANCE CHARGEBACKS	21,688	688	(21,000)	4,130
10,520	11,132	613	INDIRECT COST	21,039	22,263	(1,224)	133,576
45,090	38,922	(6,167)	TOTAL OPERATION & MAINT.	78,287	77,844	(443)	467,063
2,376	3,000	624	TRAVEL, CONFERENCE & TRAINING	2,621	6,000	(3,379)	36,000
2,376	3,000	624	TOTAL TRAVEL & CONFERENCE	2,621	6,000	(3,379)	36,000
407	1,416	1,009	TELEPHONE	1,685	2,833	(1,148)	17,000
392	392	0	OTHER UTILITIES	784	784	0	4,704
799	1,808	1,009	TOTAL UTILITIES	2,469	3,617	(1,148)	21,704
263	4,184	3,921	PROFESSIONAL SERVICES	781	8,367	(7,586)	50,200
							49,419



DEPT: 10-6000  
 CONTROL: SUMTST/01  
 REPORT: IS0000S  
 FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
 HEALTH SUMMARY  
 DEPARTMENTAL BUDGET REPORT  
 MONTH ENDING FEBRUARY 28, 2009

PAGE: 0002  
 DATE: 03/30/2009  
 TIME: 11:32:52

CURRENT MONTH	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	TOTAL REVISED BUDGET	REMAINING BUDGET
263	4,184	3,921		781	8,367	7,586	50,200	49,419
3,176	2,916	(260)		3,748	5,833	2,085	35,000	31,252
7,727	666	(61)		960	1,333	373	8,000	7,040
3,903	3,582	(321)		4,708	7,166	2,458	43,000	38,292
15,545	37,314	21,769		42,339	74,628	32,289	447,765	405,426
7,663	4,909	(2,754)		10,843	9,819	(1,024)	58,915	48,072
0	0	0		600	0	(600)	0	(600)
465	4,166	3,701		2,603	8,333	5,730	50,000	47,397
96	0	(96)		96	0	(96)	0	(96)
23,769	46,389	22,620		56,481	92,780	36,299	556,680	500,199
0	712	712		0	1,425	1,425	8,550	8,550
0	712	712		0	1,425	1,425	8,550	8,550
305,035	332,088	27,054		561,493	640,866	79,373	4,140,579	3,579,086
176,211	176,210	(1)		352,422	352,421	(1)	2,114,527	1,762,105
176,211	176,210	(1)		352,422	352,421	(1)	2,114,527	1,762,105
0	4,166	4,166		0	8,333	8,333	50,000	50,000
18,008	27,117	9,109		33,310	54,235	20,925	325,410	292,100
35,555	47,758	12,203		70,691	95,515	24,824	573,089	502,398
53,563	79,041	25,478		104,001	158,083	54,082	948,499	844,498
106,550	65,638	(40,912)		111,936	131,277	19,341	787,662	675,726
106,550	65,638	(40,912)		111,936	131,277	19,341	787,662	675,726
0	350	350		0	700	700	4,201	4,201
16	0	(16)		16	0	(16)	0	(16)
16	350	334		16	700	684	4,201	4,185

DEPT: 10-6000  
CONTROL: SUMISI/01  
REPORT: IS0000S  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
HEALTH SUMMARY  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING FEBRUARY 28, 2009

PAGE: 0003  
DATE: 03/30/2009  
TIME: 11:32:52

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Brown County  
Health

Budget Status Report

March, 2009

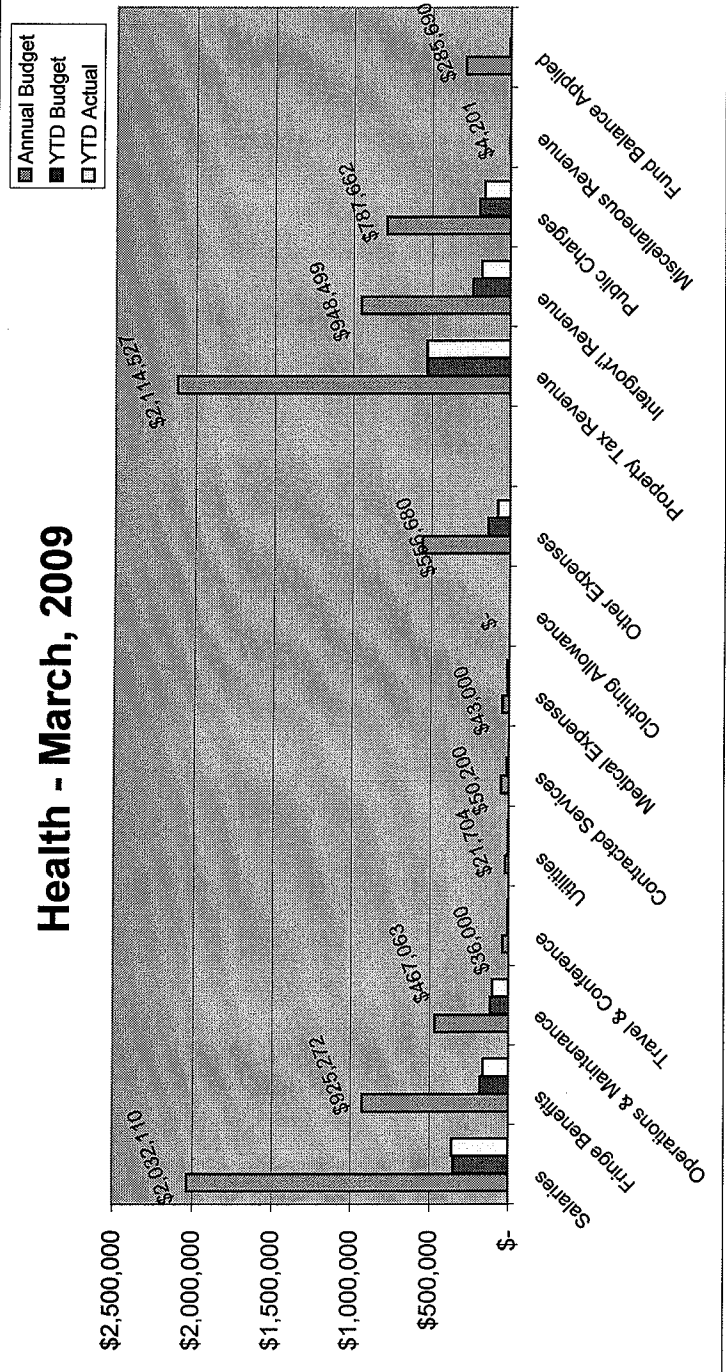
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 2,032,110	\$ 348,563	\$ 356,534
Fringe Benefits	\$ 925,272	\$ 180,661	\$ 161,860
Operations & Maintenance	\$ 467,063	\$ 116,767	\$ 102,641
Travel & Conference	\$ 36,000	\$ 9,000	\$ 5,348
Utilities	\$ 21,704	\$ 5,426	\$ 5,156
Contracted Services	\$ 50,200	\$ 12,550	\$ 1,337
Medical Expenses	\$ 43,000	\$ 10,750	\$ 12,841
Clothing Allowance	\$ -	\$ -	\$ -
Other Expenses	\$ 556,680	\$ 139,170	\$ 78,952
Property Tax Revenue	\$ 2,114,527	\$ 528,632	\$ 528,633
Intergov't Revenue	\$ 948,499	\$ 237,126	\$ 181,379
Public Charges	\$ 787,662	\$ 196,916	\$ 164,156
Miscellaneous Revenue	\$ 4,201	\$ 1,050	\$ 16
Fund Balance Applied	\$ 285,690	\$ 7,787	\$ -

**HIGHLIGHTS:**

Expenses: Cost categories are within budget.

Revenues:

**Health - March, 2009**



DEPT. 10-6010  
CONTROL: POST/01  
REPORT: IS0000P  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

...CURRENT MONTH...

BROWN COUNTY  
HEALTH OFFICE  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING MARCH 31, 2009

PAGE: 0001  
DATE: 04/13/2009  
TIME: 12:47:52

...CURRENT MONTH...				...YEAR TO DATE...			
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	
EXPENDITURES							
115,750	121,338	5,588	REGULAR EARNINGS	317,757	345,813	28,056	1,577,391
9,813	0	(9,813)	PAID LEAVE EARNINGS	38,048	0	(38,048)	0
360	917	557	OVERTIME EARNINGS	729	2,750	2,021	11,000
125,923	122,255	(3,668)	TOTAL SALARIES	356,534	348,563	(7,971)	1,588,391
9,144	60,220	51,076	FICA	25,920	180,661	154,741	722,632
32,512	0	(32,512)	ACCIDENT & HEALTH INSURANCE	87,978	0	(87,978)	696,712
2,684	0	(2,684)	LIFE INSURANCE	7,629	0	(7,629)	(87,978)
1,161	0	(1,161)	DENTAL INSURANCE	7,260	0	(7,260)	(7,260)
7,398	0	(7,398)	DISABILITY INSURANCE	3,335	0	(3,335)	(3,335)
5,669	0	(5,669)	RETIREMENT CREDIT	20,420	0	(20,420)	(20,420)
106	0	(106)	RETIREMENT	15,999	0	(15,999)	(15,999)
58,988	60,220	1,232	WORKERS COMPENSATION INSURANCE	319	0	(319)	(319)
			TOTAL FRINGE BENEFITS	161,860	180,661	18,801	722,632
472	750	278	OFFICE SUPPLIES	2,792	2,250	(542)	9,000
61	250	189	SUPPLIES & EXPENSE	321	750	429	3,000
193	250	57	COPY EXPENSE	520	750	230	3,000
382	500	118	PRINTING	1,092	1,500	408	6,000
15	25	10	DUES & MEMBERSHIPS	315	75	(240)	300
0	292	292	EQUIPMENT REPAIR & MAINTENANCE	0	875	875	3,500
50	50	0	CLEANING & HOUSING SUPPLIES	88	150	62	600
0	33	33	SPECIAL FORMS	39	100	61	512
646	625	(21)	POSTAGE	1,473	1,875	402	361
1,358	11,897	10,539	SPACE RENTAL	31,127	35,690	4,563	7,500
0	25	25	BOOKS PERIODICALS, SUBSCRIPTION	0	75	75	142,758
0	42	42	AUDIO-VISUAL SERVICES	0	125	125	300
10,314	12,708	2,394	INFORMATION SERVICES CHRGCKS	32,282	38,125	5,843	500
344	345	1	INSURANCE CHARGEBACKS	1,033	1,033	0	120,217
10,520	11,131	612	INDIRECT COST	31,559	33,394	1,836	3,097
24,355	38,923	14,569	TOTAL OPERATION & MAINT.	102,641	116,767	14,127	102,018
			TRAVEL, CONFERENCE & TRAINING	5,348	9,000	3,652	364,423
2,726	3,000	274	TOTAL TRAVEL & CONFERENCE	5,348	9,000	3,652	30,652
2,726	3,000	274	TELEPHONE				30,652
2,295	1,417	(878)	OTHER UTILITIES	3,980	4,250	270	17,000
392	392	0	TOTAL UTILITIES	1,176	1,176	0	4,704
2,687	1,809	(878)	PROFESSIONAL SERVICES	5,156	5,426	270	21,704
556	4,183	3,627		1,337	12,550	11,213	50,200
							48,863

DEPT: 10-6010  
CONTROL: POST/01  
REPORT: IS0000P  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

....CURRENT MONTH....

BROWN COUNTY  
HEALTH OFFICE  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING MARCH 31, 2009

PAGE: 0002  
DATE: 04/13/2009  
TIME: 12:47:52

	ACTUAL	BUDGET	VARIANCE	YEAR TO DATE	ACTUAL	BUDGET	VARIANCE	TOTAL REVISED BUDGET	REMAINING BUDGET
556	556	4,183	3,627		1,337	12,550	11,213	50,200	48,863
4,715	4,715	2,917	(1,798)		8,462	8,750	288	35,000	26,538
3,419	3,419	667	(2,752)		4,379	2,000	(2,379)	8,000	3,621
8,134	8,134	3,584	(4,550)		12,841	10,750	(2,091)	43,000	30,159
0	0	0	0		23	0	(23)	0	(23)
0	0	0	0		23	0	(23)	0	(23)
0	0	713	713		0	2,138	2,138	8,550	8,550
0	0	713	713		0	2,138	2,138	8,550	8,550
223,369	223,369	234,687	11,319		645,740	685,855	40,116	2,937,540	2,291,801
176,211	176,211	176,211	0		528,633	528,632	(1)	2,114,527	1,585,894
176,211	176,211	176,211	0		528,633	528,632	(1)	2,114,527	1,585,894
52,220	52,220	65,639	13,419		164,156	196,916	32,760	787,662	623,506
52,220	52,220	65,639	13,419		164,156	196,916	32,760	787,662	623,506
0	0	350	350		0	1,050	1,050	4,201	4,201
0	0	350	350		16	0	(16)	0	(16)
0	0	350	350		16	1,050	1,034	4,201	4,185
0	0	2,595	2,595		0	7,787	7,787	31,150	31,150
0	0	2,595	2,595		0	7,787	7,787	31,150	31,150
228,431	228,431	244,795	16,364		692,805	734,385	41,580	2,937,540	2,244,735

REVENUES

PROPERTY TAXES

TOTAL TAXES

PUBLIC HEALTH SERVICES

TOTAL PUBLIC CHARGES

OTHER INSURANCE RECOVERIES  
OTHER MISCELLANEOUS

TOTAL MISCELLANEOUS REVENUE

FUND BALANCE APPLIED

TOTAL OTHER FINANCING SOURCE

GRAND TOTAL REVENUES

Brown County  
Health

Budget Status Report

April, 2009

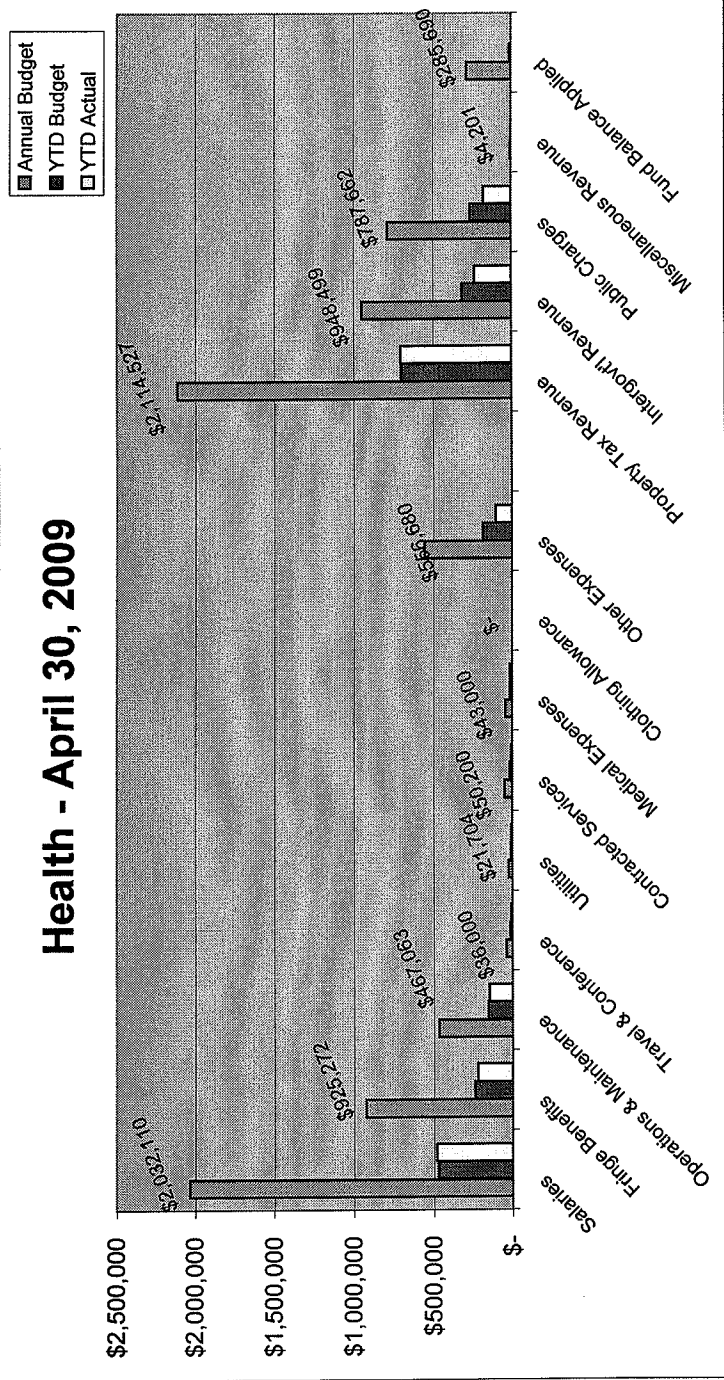
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 2,032,110	\$ 470,818	\$ 481,851
Fringe Benefits	\$ 925,272	\$ 240,880	\$ 220,766
Operations & Maintenance	\$ 467,063	\$ 153,241	\$ 147,070
Travel & Conference	\$ 36,000	\$ 12,000	\$ 7,757
Utilities	\$ 21,704	\$ 7,235	\$ 6,918
Contracted Services	\$ 50,200	\$ 16,733	\$ 6,993
Medical Expenses	\$ 43,000	\$ 14,334	\$ 14,158
Clothing Allowance	\$ -	\$ -	\$ -
Other Expenses	\$ 556,680	\$ 185,560	\$ 104,030
Property Tax Revenue	\$ 2,114,527	\$ 702,395	\$ 704,844
Intergov't'l Revenue	\$ 948,499	\$ 316,167	\$ 235,639
Public Charges	\$ 787,662	\$ 262,554	\$ 176,682
Miscellaneous Revenue	\$ 4,201	\$ 1,400	\$ 16
Fund Balance Applied	\$ 285,690	\$ 10,383	\$ -

HIGHLIGHTS:

**Expenses:** Salary & fringes exceed YTD budget because 3 seasonal employees have not been off of the payroll yet this year.

**Revenues:** Public charges are under the YTD budget because the license renewal season has not yet begun. License fees will be collected starting in late May.

Health - April 30, 2009



DEPT: 10-6010  
CONTROL: POST/01  
REPORT: IS0000P  
FORMAT: AB

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BROWN COUNTY  
HEALTH OFFICE  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING APRIL 30, 2009

PAGE: 0002  
DATE: 05/19/2009  
TIME: 15:17:41

CURRENT MONTH		YEAR TO DATE		TOTAL REVISED BUDGET	REMAINING BUDGET
ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
5,656	4,183	(1,473)	6,993	16,733	9,740
TOTAL CONTRACTED SERVICES					
1,316	2,917	1,601	9,779	11,667	1,888
0	667	667	4,379	2,667	(1,712)
1,316	3,584	2,268	14,158	14,334	176
TOTAL MEDICAL EXPENSES					
0	0	0	23	0	(23)
CONSOLIDATED CONTRACT					
0	0	0	23	0	(23)
TOTAL OTHER					
0	712	712	0	2,850	2,850
OUTLAY - EQUIPMENT					
0	712	712	0	2,850	2,850
TOTAL OUTLAY					
239,796	234,071	(5,725)	885,536	918,091	32,555
GRAND TOTAL EXPENDITURES					
REVENUES					
176,211	175,598	(613)	704,844	702,395	(2,449)
PROPERTY TAXES					
176,211	175,598	(613)	704,844	702,395	(2,449)
TOTAL TAXES					
12,526	65,638	53,112	176,682	262,554	85,872
PUBLIC HEALTH SERVICES					
12,526	65,638	53,112	176,682	262,554	85,872
TOTAL PUBLIC CHARGES					
0	350	350	0	1,400	1,400
0	0	0	16	0	(16)
OTHER INSURANCE RECOVERIES					
0	0	0	16	0	(16)
OTHER MISCELLANEOUS					
0	350	350	16	1,400	1,384
TOTAL MISCELLANEOUS REVENUE					
0	2,596	2,596	0	10,383	10,383
FUND BALANCE APPLIED					
0	2,596	2,596	0	10,383	10,383
TOTAL OTHER FINANCING SOURCE					
188,737	244,182	55,445	881,542	976,732	95,190
GRAND TOTAL REVENUES					
				2,930,198	2,048,656

DEPT: 10-6010  
CONTROL: POST/01  
REPORT: IS0000P  
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\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
HEALTH OFFICE  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING APRIL 30, 2009

PAGE: 0001  
DATE: 05/19/2009  
TIME: 15:17:41

CURRENT MONTH

YEAR TO DATE

TOTAL

	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	REVISD	BUDGET	REMAINING
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## EXPENDITURES

REGULAR EARNINGS	108,770	121,338	12,568	426,527	467,151	40,624	1,577,391	1,150,864
PAID LEAVE EARNINGS	16,058	0	(16,058)	54,107	0	(54,107)	0	(54,107)
OVERTIME EARNINGS	16,488	917	429	1,217	3,667	2,450	11,000	9,783
TOTAL SALARIES	125,316	122,255	(3,061)	481,851	470,818	(11,033)	1,588,391	1,106,540
FICA	9,100	60,219	51,119	35,020	240,880	205,860	722,632	687,612
ACCIDENT & HEALTH INSURANCE	32,534	0	(32,534)	120,512	0	(120,512)	0	(120,512)
LIFE INSURANCE	2,686	0	(2,686)	943	0	(943)	0	(943)
DISABILITY INSURANCE	1,161	0	(1,161)	9,946	0	(9,946)	0	(9,946)
RETIREMENT CREDIT	7,363	0	(7,363)	4,496	0	(4,496)	0	(4,496)
RETIREMENT	5,641	0	(5,641)	27,783	0	(27,783)	0	(27,783)
WORKERS COMPENSATION INSURANCE	106	0	(106)	21,640	0	(21,640)	0	(21,640)
TOTAL FRINGE BENEFITS	58,905	60,219	1,314	220,766	240,880	20,114	722,632	501,866
OFFICE SUPPLIES	685	750	65	3,477	3,000	(477)	9,000	5,523
SUPPLIES & EXPENSE	762	250	(512)	1,083	1,000	(83)	3,000	1,917
COPY EXPENSE	348	250	98	691	1,000	309	3,000	2,309
PRINTING	0	25	25	1,441	2,000	559	6,000	4,559
DUES & MEMBERSHIPS	0	292	292	315	100	(215)	300	115
EQUIPMENT REPAIR & MAINTENANCE	39	50	11	127	1,167	1,040	3,500	3,500
CLEANING & HOUSING SUPPLIES	61	33	(28)	59	133	74	600	473
SPECIAL FORMS	990	625	(365)	2,463	2,500	37	400	301
POSTAGE	18,357	11,896	(6,461)	49,483	47,586	(1,897)	142,758	93,275
SPACE RENTAL	0	42	42	0	100	100	300	300
AUDIO-VISUAL, SUBSCRIPTION	0	25	25	0	167	167	500	500
BOOKS, PERIODICALS, SUBSCRIPTION	12,154	12,708	554	44,436	50,833	6,397	152,499	108,063
INFORMATION SERVICES CHRGCKS	344	344	0	1,377	1,377	0	4,130	2,753
INSURANCE CHARGEBACKS	10,520	10,519	(1)	42,078	42,078	0	126,234	84,156
INDIRECT COST	44,431	38,309	(6,122)	147,070	153,241	6,171	459,721	312,651
TOTAL OPERATION & MAINT.	2,410	3,000	590	7,757	12,000	4,243	36,000	28,243
TRAVEL, CONFERENCE & TRAINING	2,410	3,000	590	7,757	12,000	4,243	36,000	28,243
TOTAL TRAVEL & CONFERENCE	1,370	1,417	47	5,350	5,667	317	17,000	11,650
TELEPHONE	392	392	0	1,568	1,568	0	4,704	3,136
OTHER UTILITIES	1,762	1,809	47	6,918	7,235	317	2,296	1,486
TOTAL UTILITIES	5,656	4,183	(1,473)	6,993	16,733	9,740	50,200	43,207
PROFESSIONAL SERVICES								





**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY**  
**REVENUE AND EXPENSE REPORT**

4/30/2009

	REVENUE	2009 BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D BALANCE	2008 NET ASSETS	
1.	ADRC Grant	1,461,309	487,103	392,577.00	(94,526)		1.
2.	MA Claiming	180,000	60,000	0.00	(60,000)		2.
3.	Title III-B	161,718	53,906	0.00	(53,906)		3.
4.	Title III-C-1	372,726	124,242	0.00	(124,242)		4.
5.	Title III-C-2	117,238	39,079	0.00	(39,079)		5.
6.	Title III-D	11,819	3,940	0.00	(3,940)		6.
7.	Title III-E	84,189	28,063	0.00	(28,063)		7.
8.	Alzheimer's Grant (AFCSP)	84,591	28,197	0.00	(28,197)		8.
9.	Benefits Specialist	33,438	11,146	0.00	(11,146)		9.
10.	Benefits Specialist Part D	16,550	5,517	0.00	(5,517)		10.
11.	Senior Community Services	13,362	4,454	0.00	(4,454)		11.
12.	Project Income: Nutrition	310,590	103,530	101,522.73	(2,007)	26,433	12.
13.	Nutrition Services Incentive Program	70,082	23,361	0.00	(23,361)		13.
14.	COP Income - Home Delivered Meals	70,882	23,627	21,992.00	(1,635)		14.
15.	State 85.21 Transportation <small>annual</small>	451,132	150,377	0.00	(150,377)	56,891	15.
16.	Brown County Appropriation <small>semi-annual</small>	1,068,354	356,118	534,177.50	178,060		16.
17.	Driver Escort	1,200	400	580.00	180		17.
18.	Interest Income	12,424	4,141	0.00	(4,141)		18.
19.	Net Asset - Restricted Facilities Fund	0	0	0.00	0	282,380	19.
20.	Net Asset - Personnel/STD	0	0	0.00	0	29,500	20.
21.	Net Asset - Depreciation	0	0	0.00	0	208,934	21.
22.	Net Asset - Undesignated	0	0	0.00	0	554,592	22.
23.	Net Asset - Fund Deposit (+1,062)	12,107	4,036	0.00	(4,036)	7,496	23.
24.	Net Asset - Campaign Fund	0	0	0.00	0	54,803	24.
25.	Net Asset - Fiscal Agent Reserve	0	0	0.00	0	150,000	25.
26.	Fiscal Agent Admin (fund deposit)	28,407	9,469	197.05	(9,272)	33,018	26.
27.	<b>Add Life Programming</b>	<b>18,000</b>	<b>6,000</b>	<b>9,337.45</b>	<b>3,337</b>		27.
28.	<b>County Transfer-Veteran's Programs</b>	<b>10,000</b>	<b>3,333</b>	<b>5,000.00</b>	<b>1,667</b>	<b>3,025</b>	28.
29.	Fall Prevention	109,000	36,333	0.00	(36,333)		29.
30.	Fall Prevention Classes	0	0	1,174.44	1,174	3,274	30.
31.	Add Life News	8,500	2,833	4,561.50	1,728		31.
32.	<b>Building Maintenance Donations</b>	<b>3,000</b>	<b>1,000</b>	<b>726.00</b>	<b>(274)</b>		32.
33.	Community Service Monitoring	10,000	3,333	3,042.50	(291)		33.
34.	Medical Equipment/Supplies	0	0	0.00	0	4,000	34.
35.	COP Income - In Home Projects	0	0	0.00	0		35.
36.	<b>Restricted/Memorial Donations</b>	<b>0</b>	<b>0</b>	<b>200.00</b>	<b>200</b>	<b>61,460</b>	36.
37.	<b>Grant/Special Projects</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>		37.
38.	Grant Revenue - SHIP GRANT	10,000	3,333	0.00	(3,333)		38.
39.	<b>Miscellaneous Service</b>	<b>4,500</b>	<b>1,500</b>	<b>1,138.00</b>	<b>(362)</b>		39.
40.	<b>Non-Operating Miscellaneous</b>	<b>4,500</b>	<b>1,500</b>	<b>1,674.33</b>	<b>174</b>		40.
41.	Fund Raising	900	300	0.00	(300)		41.
42.							42.
43.	<b>TOTAL</b>	<b>4,740,518</b>	<b>1,580,173</b>	<b>1,077,900.50</b>	<b>(502,272)</b>	<b>1,475,806</b>	43.
44.							44.
45.							45.
46.	TOTAL OPERATING REVENUE RECEIVED				\$ 1,077,900.50		46.
47.	TOTAL 2008 NET ASSETS				\$ 1,475,806.00		47.
48.	TOTAL OPERATING EXPENSES				\$ 1,551,553.53		48.
49.	ADD BACK DEPRECIATION EXPENSE				\$ -		49.
50.							50.
51.	TOTAL OPERATING INCOME/(LOSS)				\$ 1,002,152.97		51.
52.							52.

7.

## **Family Care District Considerations**

The following are talking points related to the proportionality of Brown vs. other counties on a proposed Family Care District Board for Northeast Wisconsin.

### ***Why does Brown have to work with other counties on Family Care?***

To participate in Family Care, the State requires regional approaches, not county approaches as in the current system. The thinking is that administrative savings may be realized through a regionalized approach.

### ***What are other areas of Wisconsin doing?***

All are in either multi-county Long Term Care Districts as is being proposed, or they are in multi county groupings served by private entities called "Partnership Agencies" by the State.

Northeast Wisconsin is the last large area to be brought into Family Care. Expansion for other parts of Wisconsin occurred during the 2007 – 2009 biennium; more are proposed by the Governor for the 2009-2011 biennium. Our region is slated for July 2011.

### ***Shouldn't Brown have a large majority of proposed District Board representation since it has the largest population?***

This is not something Brown has the power to unilaterally impose. District planning partners, including Door, Kewaunee, Marinette, Menominee, Oconto and Shawano Counties have expressed concern about their desire and need for equal representation and voice on the board.

Under State guidelines, the State will gradually "buy down" all counties' levy and State aid over 5 years, resulting in the Family Care program permanently having transferred 22% of each county's Basic Community Allocation from the counties. At the end of the 5 year period the District will be administering the Family Care program with State and Federal dollars provided, not county levy. In essence, the playing field will be leveled between counties.

The new District will then function more like a C. E. S. A.; Workforce Development Board or other cooperative regional entity planning for Long Term Care services in the region. The District, not the counties, will have financial obligation for operations. Should for some unseen reason the District become insolvent, the State will hold

responsibility. In essence, each county in the District loses 100% direct control of long term support programs; county responsibility lines end, District responsibility lines form. The main focus of the District Board will be to assure solvency of operations, an adequate provider network, quality of care and consumer satisfaction

***What if we don't want Brown to be part of a District?***

That is a local choice for Brown's Executive and Board to make. The Executive and Human Services Committee have previously indicated a desire to participate in forming a district with our regional partners. Brown's presence and role as a regional healthcare provider was part of that thinking.

Should the county change its mind, the likely scenario is the State will contract with a private "Partnership Agency" to administer Family Care. Counties aren't required to be named as representatives on Partnership governing boards so counties would lose input into how Family Care is administered in their area. Counties will still be responsible for populations that overlap with Family Care, including children, ineligible adults and those requiring adult protective services, so will still have a stake in the administration of regional operations. Counties will also be required to pay their portion if they form a District or not. The 5 year "buy down" and transfer of a county's Basic County Allocation will occur regardless of the administrative structure for Family Care.

# Prescriptive Authority for Psychologists in Wisconsin

A recent study of county mental health clinics in Wisconsin found that on average a new patient has to wait more than nine weeks for an initial appointment with a psychiatrist. In ten counties, the wait is three months, and in several more, the delay is greater than a year! Consequently, our most needy citizens often have limited or no access to expert mental health care that requires medication. Among the most vulnerable are:

- The elderly living at home and in group and nursing homes suffering from dementia
- The chronically mentally ill who depend on county support to maintain stability
- Children and youth with problems ranging from the mild to overwhelmingly severe
- The urban and rural poor who can't afford private services
- The incarcerated at high risk for mental illness and repeat offenses
- Families in crisis due to any number of calamities

Nationally, Family Practice Physicians, Nurse Practitioners and Physician's Assistants prescribe about 80% of the psychoactive medications utilized. The fact is that these professionals are not providing comprehensive mental health treatment but, rather, attempting to do the best they can in the context of a 6-minute medical consultation.

A new "subspecialty" of psychology can help to provide a new resource for our most vulnerable citizens: highly trained psychologists who are able to prescribe medications.

In 1989-92, the Department of Defense developed a Psychopharmacology Training Program for psychologists, and has utilized Prescribing Psychologists successfully ever since. Following the DoD's lead, the American Psychological Association established a university-based Psychopharmacology Training curriculum, as well as a standardized national examination, practice standards, and professional liability insurance program.

Guam (1998), New Mexico (2002) and Louisiana (2004) have all passed legislation authorizing appropriately trained psychologists to prescribe medications commonly used in the treatment of mental and emotional disorders. To date, over 100,000 prescriptions have been written by civilian and military psychologists, with *no reported adverse outcomes or malpractice claims*. Prescribing Psychologists have been welcomed by most physician colleagues, in a manner similar to the acceptance of Nurse Practitioners. Bills have been introduced in about a half-dozen other states, including Missouri, California and Illinois, with many more on the horizon.

Wisconsin's proposed Prescriptive Authority for Psychologists legislation requires:

- Three years of general practice following licensure as a doctoral-level psychologist
- The completion of an APA-approved 450 credit-hour curriculum covering the foundational biological sciences, pharmacology and psychopharmacology, etc.
- The completion of a one-year, 100 patient preceptorship under the supervision of an appropriate physician
- Following licensure, Prescribing Psychologists would maintain consultative relationship(s) with physicians and other prescribers

This training program equals or exceeds that of most currently licensed prescribers. As an added benefit, prospective Prescribing Psychologists are already situated in county agencies, nursing homes, medical clinics, hospitals, etc., and are in an excellent position to provide efficient, "integrated" care.

## Supporting Prescriptive Authority for Wisconsin Psychologists

We, the undersigned organizations, support the passage of legislation in Wisconsin that would enable the Psychology Examining Board to set appropriate standards of training and experience for psychologists to prescribe psychiatric medications. We believe that, by doing so, we can alleviate the burden currently carried by vulnerable patients, their families, their communities, the health care system, state institutions and organizations which rely on expert mental health intervention.

A recent survey of overburdened county mental health clinics in Wisconsin found that, on average, a new patient has to wait more than nine weeks for an initial appointment with a psychiatrist. In ten counties, the wait is three months, and in several more the delay is greater than a year. At the same time that there is a shortage of psychiatrists both in Wisconsin and nationwide, the number of medical school graduates entering training programs in psychiatry is decreasing. As the shortage increases, the cost of subsidizing psychiatric coverage in many communities will continue to rise, and fewer communities will be able to afford psychiatrists in their area.

This situation puts a significant burden on primary care physicians, nurse practitioners and physician assistants, who currently prescribe more than 80% of medications used for psychiatric problems, even though the vast majority of these professionals do not specialize in mental health. The shortage of expert mental health clinicians who prescribe medication when needed can be alleviated by psychologists who have completed two to three years of specialized training in psychopharmacology over and above their doctoral degree.

Psychologists with this additional training have provided safe and effective treatment that combines psychotherapy, behavioral therapy and medication in the U.S. military for more than 15 years, and also currently prescribe in New Mexico, Louisiana, the Indian Health Service, and the U.S. Public Health Service. Legislation to enable appropriately trained psychologists to prescribe medicine should be supported and passed into law.

### Organization

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

### Representative

Name / Position \_\_\_\_\_

Signature \_\_\_\_\_

**Request for Proposal (RFP)**  
**For**  
**4-Bed Corporate Adult Family Home**  
**Project # 1366**



**Response Deadline**

**July 15, 2009**  
**4:00 p.m. Local Time**

**To:**

**Brown County Purchasing Department**

## **I. General Information**

The Department is seeking a vendor to provide residential services for four older developmentally disabled men who have resided together for several years in the same home. They present with occasional behaviors which are directly related to their autistic tendencies or other cognitive disabilities. These behaviors are often able to be predicted and can be averted with staff preplanning and support. All are non-verbal but able to make their needs known for the most part. Routine and familiarity are very important or they will become agitated.

The four individuals are well-known to us and have received services through the Department for many years (see attached profiles). We believe a four-bed Adult Family Home will continue to meet their needs for safety, placement and programming. \*\*Stairs will become an issue in the future as they continue to age.

The selected vendor will be expected to purchase/lease/procure the appropriate properties within the expected time frame. We would like to keep the four individuals in their current setting (services can continue in current home).

The vendor must have experience serving the developmentally disabled and experience with behavior support plans. Special emphasis shall be placed on developing a home that provides safety, structure, and has the ability to respond locally to emergent crisis situations. It will be important for the vendor to have a crisis management plan that all staff are regularly trained on and can implement immediately, if needed. The vendor will also need to be acutely aware of behavioral triggers for each of the men and actively work toward reducing the triggers and creating a peaceful environment. Regular community activities should be offered dependent on the individual's interest and activity level.

The vendor must ensure that the program is sufficiently staffed with 24-hour coverage. Staff must be trained in crisis management/intervention techniques and medication administration. For the most part, the men are healthy however do to aging there are regular medical appointments and ability for staff to monitor and handle seizures is important for staff qualifications.



### **Tentative Project Timeline**

May 27, 2009	RFP Submitted to Human Services Committee for Recommended Approval to Post
June 17, 2009	RFP Submitted via Human Services Committee for County Board Approval
June 24, 2009	RFP Posted
July 1, 2009	RFP Questions from potential Vendors due to Purchasing Department
July 7, 2009	Answers to RFP questions posted to Brown County website via Addendum
July 15, 2009	RFP Responses due to Purchasing Department
July 16 – 24, 2009	RFP Review time for Selection Committee
July 27 – 29, 2009	Possible Interviews if required by Selection Committee
July 30, 2009	Final Selection & Contract award

## II. RFP Response

Vendor shall provide the response to this RFP with major sections separated by tabs or dividers. A table of contents shall provide definition to the sections. The binder shall be of such size as to hold the materials comfortably, allowing the reviewer to turn the pages without tearing.

The vendor shall provide one (1) original and six (6) exact clearly marked copies of proposal, each an exact duplicate of the original. The original shall be signed by an authorized employee of the company and be clearly marked on the outside front cover as such.

The response shall include at a minimum, the following:

- Cover Letter signed by authorized employee of the company
- Complete detailed description of services to be offered
- Detailed rate sheet (Attachment B)
- Disclosure of any pending litigations
- Disclosure of any tax liens
- Additional supplemental materials as desired to enhance the proposal

Proposals will be opened and recorded on July 16, 2009 in the Brown County Purchasing Department.

All potential suppliers, by submission of their respective proposals, agree to abide by the rules, regulations and procedures of Brown County. Brown County reserves the right to cancel any order or contract for failure of the successful supplier to comply with the terms, conditions and specifications of the bid proposal and/or contract.

Brown County is not liable for any costs incurred by any applicant in replying to this RFP.

Upon review and selection, each applicant whose proposal is reviewed shall receive written notice of approval or non-approval of their proposal. All appeals must be made in writing in accordance with the Brown County Appeals policy found at Attachment F. Subjective interpretations by the Department will not be open to protest or appeal.

## III. RFP Due Date:

All proposals are due to Brown County Purchasing no later than **4:00 p.m. Local Time July 15, 2009**. Submit in a sealed envelope marked "Project 1366 4-Bed AFH". No proposal may be faxed or e-mailed. No proposal may be withdrawn for ninety (90) days. Pricing is to remain firm for ninety (90) days from date of bid/proposal due date.

Proposals **must be stamped in** by the above due date and time per the electronic time stamp in the Purchasing Department. Proposals not stamped by they above due date and time will be rejected. Those wishing to submit proposals are encouraged to verify the time on the receiving stamp as this is the official time used for accepting all Proposals. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. The official time stamp is the **only** time that will be used.

Delivery Address for Hand Delivery, UPS, DHL, Fed X, etc.:

Brown County Purchasing  
305 E. Walnut St. 5<sup>th</sup> Floor  
Green Bay, WI 54301

Delivery Address for USPS:

Brown County Purchasing  
PO Box 23600  
Green Bay, WI 54305-3600

All questions related to this RFP must be in writing and received by the Brown County Purchasing Department no later than **4:00 pm Local Time July 1, 2009** via e-mail to [bc\\_administration\\_purchasing@co.brown.wi.us](mailto:bc_administration_purchasing@co.brown.wi.us). Clearly mark the e-mail: "Project 1366 4-Bed AFH Questions". Phone call and faxed questions will not be accepted.

Answers to all written questions will be answered in the form of an addendum and entered on the Brown County website (<http://www.co.brown.wi.us/administration/Purchasing/Bids/RFP>) on **July 7, 2009 no later than 4:30 pm Local Time**. It is the responsibility of all interested vendors to access the website for this information. Calls for assistance with the website can be made to (920) 448-4039.

Selection results will be posted on Brown County website (<http://www.co.brown.wi.us/administration/Purchasing/Bids/RFP>) after a vendor selection has been made.

**IV. Project Point of Contact:**

Questions during the proposal phase shall be solely directed to the Brown County Purchasing Department as indicated above under the Proposal Submission requirements paragraph.

After award of contract the contract manager will be:

Jill Rowland  
Contract & Provider Relations Manager  
Brown County Human Services  
PO Box 22188  
Green Bay, WI 54305-21880

**V. Payment Terms:**

Be advised that by accepting this order/contract the vendor agrees and understands that payment will be made by the county within 30 days of the receipt of a properly completed invoice or receipt and acceptance of the property or service under the order or contract, whichever is later, with exception of a good faith dispute. See Wisconsin Statute 66.0135.

**VI. Other**

Rejection of proposals: Brown County reserves the right to accept or reject any or all proposals, in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified suppliers in any manner necessary to serve the best interest of Brown County. The determination of whether an RFP condition is substantive or a mere formality shall reside solely with the County.

Brown County reserves the right to negotiate final contract amounts and programmatic content after the successful firm is selected. Selection will be based only on the proposal submitted and subsequent interviews. Therefore, the proposals must be complete. Submission of a proposal shall constitute a valid offer, which may be accepted by the County for a period of ninety (90) days following the proposal opening. In the event of contract award, all contents of this RFP and the selected proposal will become contractual obligations. Brown County reserves the right to prior to entering into a contract.

No vendor will be provided with financial and/or competitive vendor information on this proposal until after the award of contract has been made. To the extent possible, it is the intention of Brown County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Brown County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law. Brown County shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

Contractor verification prior to award: Contractor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award. Brown County reserves the right to reject proposals based on information obtained through these background checks if it's deemed to be in the best interest of the County.

Taxes: Brown County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes.

## **VII. State of Wisconsin Requirements:**

This contract shall be subject to the laws of the State of Wisconsin. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Stats., sexual orientation as defined in s.111.32(13m), Wis Stats, or national origin.

## **VIII. Selection Criteria**

Proposals will be reviewed and scored by a selection committee set up by the County. Award of the contract will be based upon committee recommendation after evaluation of proposals per the criteria identified in attachment C. Proposals will be ranked based on scores and the top scoring proposals *may* be invited in for an interview.

## **IX. Attachments:**

- A. Scope of Work
- B. Response Requirements
- C. Scoring Sheet
- D. Reference Sheet
- E. Addendum Sheet
- F. Appeals
- G. Insurance Requirements
- H. Budget Forms

**Attachment A**  
**Scope of Work**  
**Project # 1366**

Program specifications and detail are contained in the narrative, table and appendices that follow. Providers must be aware of and incorporate these understandings and requirements into their proposals as applicable. Failure to comply with any of these elements may be a basis for rejection of a proposal or denial of a contract.

1. All proposals must be budgeted for the staffing level specified.
2. All providers must be willing and able to adjust staff hours as necessary in line with changing resident needs.
3. All proposals must identify the cost for hourly adjustments in staff time (the cost per hour to either add or reduce staff coverage).
4. All proposals must identify provider plans for direction, supervision and administrative support.
5. All proposals must include provider projections for implementation/start-up dates (may or may not comply with Department target).
6. All providers must honor resident/guardian choices of medical providers.
7. All providers must work with the Department in monitoring resident income and expenses and providing related services as needed.
8. All providers must make efforts to contain room and board costs to approximate resident unearned income benefits per month (maximum of \$676 per resident/per month).
9. All providers must comply with state, federal, and local requirements as may apply to specific residents served and program modalities employed.
10. All providers must be familiar with the State of Wisconsin Bureau of Developmental Disabilities new Restrictive Measures procedure and have the ability to develop approaches that meet the State's criteria in dealing with challenging behaviors.

**Program Elements:**

ELEMENT	REQUIREMENTS
Number of Residents	4 Developmentally Disabled/Behaviorally Challenged Residents
Service Needs	Varied (see attached profile)

Property	<p>1 Corporate Adult Family Homes located at XXXX XXXX, Green Bay, WI *Rent for 2009 is \$1,050 per month</p> <p>Responders must demonstrate the ability to continue lease or procure appropriate properties within the expected timeframe.</p>
Room and Board	<p>Contained to \$676 per month</p>
Staffing	<p>All proposals are to be based on a 24 hour coverage model. Final coverage determinations will be based on resident needs.</p> <p>Responders must demonstrate a plan to recruit, hire and train personnel within the specified timelines.</p> <p>Responders must be able to change staffing patterns in line with changing resident needs.</p>
Training	<p>Staff must also be trained in medication administration.</p> <p>Staff must demonstrate consistency, reliability, and have a proven track record of performance in program planning, medical response and behavioral shaping and/or be willing and able to work with third-party behavioral/medical consultants as needed.</p> <p>Responders must identify a crisis management and intervention plan for residential settings and ensure staff are trained in all protocols.</p> <p>Staff must demonstrate familiarity with the State of Wisconsin Bureau of Developmental Disabilities new Restrictive Measures procedure and have the ability to develop approaches that meet the State's criteria in addressing challenging behaviors.</p>
Transportation	<p>Responders must be able to provide transportation for outings and/or other community opportunities and events. Currently consumers attend various day service programs using Medi-Vans.</p>
Day Program	<p>Responders must offer community-based activities to residents not participating in other programs or employment as all do not attend full-time day services.</p>

Licenses and Certifications

Proof of appropriate state license required for  
Corporate Adult Family Home.

Start Date

September 1, 2009 is the target date to begin the contract

**Attachment B**  
**Response Requirements**  
**Project # 1366**

A. Narrative

1. Briefly describe your/your agency's history and philosophy of service provision. Chronicle your history of program development in the Northeast Region over the past 10 years and include information on numbers, types and locations of current and any previous programs. Describe your strategic plan for program growth in the Northeast Region through 2008.
2. Describe your expertise and experience in providing services to individuals with developmental disabilities.
3. Describe your plan for staffing; i.e., do you have current staff that can/will be deployed? Will staff need to be recruited?, etc. If staff is recruited, what is your projected timeline for hire and training?
4. Describe staff training to be made available. Include a specific training outline and timeframes as will apply.
5. Describe your plan for providing or acquiring housing if the current site won't be utilized.
6. Provide the names, addresses, and phone numbers of three purchasing agents; i.e., county administrative personnel, familiar with your work.

B. Budget

Budget forms are enclosed. Complete all line items as applicable. Failure to provide budget information in the format prescribed may result in rejection of a proposal or denial of contract award.

**The budget forms need to be submitted in the following manner:**

- A base budget for the Adult Family Home in an hourly rate format. The hourly rate shall be based on 24 hour coverage.
- An additional budget for the Adult Family Home in an hourly rate format that allows the Department to purchase additional hours of coverage as needed. The additional budget for hourly coverage should be developed.
- A total of two budgets should be submitted with this proposal:
  - Base budget for the Adult Family Home
  - Additional coverage budget for the Adult Family Home



**Attachment C**  
**Proposal Scoring**  
**Project # 1366**

All information submitted will be reviewed by a selection committee. Preferred vendor(s) will be selected based on the scoring criterion identified below. If determined necessary by the selection committee, finalists *may* be scheduled to appear before an interview panel. Any interviews will be at the vendor's expense. Those appearing for an interview shall be prepared to discuss their approach to this agreement with the selection committee.

Scoring Criterion

Specifications	Percentage
1. Quality, Clarity and Responsiveness of Proposal	10
2. Management Plans for Direction, Supervision and Administrative Support	20
3. Provider Projections for Implementation/Start-up	30
4. References	15
5. Budgets	25
Total Points	100

The County may decide not to award a contract to vendor(s) if the vendor providing the services has any criminal convictions, been convicted of any crime that impugns honesty or integrity, has unsatisfied tax or judgment lien, or convicted of any other crime that may interfere with providing suitable services as described herein and/or as determined by the County. The recommendation for award shall be based upon the proposal, which represents the most advantageous overall response for Brown County, all factors considered.

The County will award to the most responsive and responsible vendor(s) that best meets the needs of the County.

**Attachment D**  
**Reference Data Sheet**  
**Project #1366**

Provide a current list of references that you have provided for projects of similar scope and size.

Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

**Attachment E**  
**Addendum Sheet**  
**Project #1366**

The undersigned acknowledges receipt of the following addendum:

Addendum #1	_____	Initials	_____
Addendum #2	_____	Initials	_____
Addendum #3	_____	Initials	_____
Addendum #4	_____	Initials	_____
Addendum #5	_____	Initials	_____

The undersigned agrees with the following statement:

I have examined and carefully prepared the Bid/RFP from the plans and specifications and have checked the same in detail before submitting the Bid/RFP to Brown County. Attached is my listing of subcontractors along with their respective trades-if applicable.

Name \_\_\_\_\_  
Signature

Date \_\_\_\_\_

If this Bid/RFP is assigned a project number all vendors are responsible to check for addendums, posted on our web site at [www.co.brown.wi.us](http://www.co.brown.wi.us), for this project prior to the due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of bid due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified, by Brown County, of all addendums issued with-in 3 business days prior to due date. If Bid/RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New Bid/RFP quote must be submitted by vendor if addendum affects costs.

Vendor's that do not have internet access are responsible to contact our purchasing department at 920-448-4039 to ensure receipt of addendums issued.

Bids/RFP's that do not acknowledge addendums may be rejected.

All Bids/RFP's submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed Bids/RFP's that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

**Attachment F**  
**Appeals**  
**Project #1366**

To: Vendors  
RE: Brown County Appeals process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on either a Bid/RFP.

Appeals may be submitted for the following purchases:

- a) The item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
- b) The item price is \$5000 or more or the total order is \$10,000 or more, and
- c) Vendor selection was based on factual errors, or
- d) The lowest price vendor was not selected, or
- e) Failure by the county or its agents to adhere to the county's policies and procedures or other legal requirements.

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 72 hours of receipt of rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee or Executive Committee shall be final.

Submit to: Brown County Internal Auditor  
P.O. Box 23600  
Green Bay, WI. 54305-3600.

**Attachment G**  
**Insurance Requirements**  
**Project #1366**

**Hold Harmless**

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by contractor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

**Insurance Requirements**

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Outside Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative.

- (1) Worker's Compensation Insurance and Employers Liability.  
State Statutory workers' compensation Limits  
Employer Liability, \$100,000 each accident.
- (2) Comprehensive General Liability (Occurrence Form).
  - Products and Completed Operations
  - Personal Injury and Advertising Liability
  - Independent Contractors/Protective

Limits of Insurance	\$1,000,000 per occurrence
	\$1,000,000 aggregate
- (3) Business Automobile Liability. Business Automobile Liability covering all owned, hired, and non-owned vehicles.

Limits of Insurance	\$1,000,000 per occurrence for bodily injury and property damage.
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- (4) Excess/Umbrella Liability.

Limit of Insurance	\$1,000,000 per occurrence
--------------------	----------------------------

**Additional Insured**

The Outside Contractor agrees that the General Liability and Automobile Liability insurance policies shall be endorsed to name Brown County as additional insured's as respects: liability arising out of activities performed by or on behalf of the vendor/contractor: products and completed

operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

#### Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

#### Waiver of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

#### Cancellation Notice

Brown County will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage.

#### Proof of Insurance

A valid Certificate of Insurance shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions. Certificates must bear the signature of the insurer's authorized representative.

The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent by the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County.

The certificates of insurance shall include reference to the contract name or RFP number in the description section of the certificate.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract.

Brown County  
Department of Administration  
P.O. Box 23600  
305 E. Walnut Street  
Green Bay, WI 54305-23600

#### Questions

If any of the insurance requirements cannot be met, please contact the Brown County Human Resource Risk Administration to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

Special considerations will be given if the required amounts cannot be met. This will only take place after an insurance waiver form is completed.

*\*\*\* Brown County shall be named as an additional insured with respects to liability coverage's other than professional liability and will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage. A certificate of insurance evidencing such coverage's shall be placed on file with the County prior to commencement of work under this contract.\*\*\**

# Attachment H

## Budget Forms

### Project #1366

#### Facility Budget Form:

CBRF/AFH FACILITY BUDGET SHEET: 2009 (Year)

Provider:

Facility:

Cost Item		(1a) Total facility costs from most recent audited year	(1b) Total budget for 2008	(2) Total costs for 2009 (column 3 + 4)	(3) Break out for funding by MA Waiver Program	
					Room & Board	Program
1	Salaries:	Owner(s) total annual hours= _____				
		Employee Salaries for maintenance				
		Other Employee Salaries				
2	Fringe Benefits					
3	Travel reimbursement to staff					
4	Client transportation					
5	Recruitment					
6	Staff development, education					
7	Supplies	Household supplies & Linens				
		All other supplies				
8	Food					
9	Telephone for facility					
10	Telephone for residents					
11	Cable Television					
12	Insurance	On property				
		All other insurance				
13	Utilities					
14	Maintenance and Repairs	Building maintenance & repairs				
		Equipment repairs for residents				
		Other equipment repairs & maint.				
		Vehicle repairs and maintenance				
15	Rentals	Building housing facility				
		Equipment related to room & bd.				
		Other equipment				
16	Depreciation	Land Improvements				
		Building				
		Equipment related to room & board				
		Other equipment				
		Vehicles				
		Leasehold improvements				
17	Interest	Mortgage interest				
		Equipment for room and board				
		Other equipment and property				
		Other				
18	Purchases of smaller items	Items related to room and board				
		Other items				
19	Professional Fees					
20	Licenses					
21	Taxes					
		Other Taxes (not corporate)				
22	Other Allowable Costs					
23	Net Allowable Operating cost = Total of lines 1 - 22					
24	Allowable Profit/Excess Earnings (see instructions)					
25	Total Allowable Costs (Line 23+24)					
26	Budgeted beds in facility (Column 3 must use full occupancy for calculations)					
27	Annual cost per bed (line 25 / line 26)					
28	Monthly Rate=Annual cost divided by 12 (line 27 / 12)					
29	Daily Rate=Annual cost divided by 365 (line 27 / 365)					

#### Percent Occupancy Estimate Included in Rate.

Beds

What is the licensed capacity of the facility?	
The rate structure for this contract is based on the following percent of occupancy	%

\*\*Audit schedules (past three years) need to be included with budget to contract for an occupancy rate lower than Brown County's standard rate of 98%.

#### FOR BROWN COUNTY USE ONLY

BROWN COUNTY CONTRACTED RATE		
	2008	2009
Occupancy Rate		
Licensed Beds		
Units of Service		
Per Diem		
Monthly Rate		
R & B Rate		
Daily Service Rate		
Special Hsg Amt		

# Additional Hourly Coverage Budget Form:

Agency:

Program:

Computation of Service Rates (NOT CBRF/AFH BASED)

Year: 2009

Cost Item		(1a)	(1b)	(2)	(3)	(4)
		Total program cost from most recent audited year	Total budget for 2008	Total costs for 2009 (column 3 + 4)	Break out for funding by MA Waiver Program	
					Room & Board	Program
1	Salaries:					
	Owner(s) (non-maintenance)					
	Employee Salaries for maintenance					
	Other Employee Salaries					
2	Fringe Benefits					
3	Travel reimbursement to staff					
4	Client transportation					
5	Recruitment					
6	Staff development, education					
7	Supplies					
	Household supplies & Linens					
	All other supplies					
8	Food					
9	Telephone for facility					
10	Telephone for residents					
11	Cable Television					
12	Insurance					
	On property					
	All other insurance					
13	Utilities					
14	Maintenance and Repairs					
	Building maintenance & repairs					
	Equipment repairs for residents					
	Other equipment repairs & maint.					
	Vehicle repairs and maintenance					
15	Rentals					
	Building					
	Equipment related to room & bd.					
	Other equipment					
16	Depreciation					
	Land Improvements					
	Building					
	Equipment related to room & board					
	Other equipment					
	Vehicles					
	Leasehold improvements					
17	Interest					
	Mortgage interest					
	Equipment for room and board					
	Other equipment and property					
	Other					
18	Purchases of smaller items					
	Items related to room and board					
	Other items					
19	Professional Fees					
20	Licenses					
21	Taxes					
	Real Estate					
	Other Taxes (not corporate)					
22	Other Allowable Costs					
23	Net Allowable Operating cost = Total of lines 1 - 22					
24	Allowable Profit/Excess Earnings					
25	Total Allowable Costs (Line 23+24)					
26	Type of Unit					
27	Anticipated Units of service for the year					
28	Service Unit Rate (Line 25 / line 27)					

## FOR BROWN COUNTY USE ONLY

BROWN COUNTY CONTRACTED RATE		
	2008	2009
Units of Service		
Unit Rate		
Unit of Measure		



## Supporting Schedule 1:

**Agency:**

**Program:**

[illegible]

**Instructions for completing the worksheet:**

**Owner:** Last name, first initial.

**Employee Name:** Last name, first initial.

**Position Title:** Specific to individual employee.

**Active, Absentee, Family Member:** Please check the status of employee.

**Percent of Direct-Care Provision:** The percentage of time an employee spends providing supervision, support, personal care and other duties directly associated with/or in the presence of client(s). This includes supervision during nighttime hours. Tasks such as household and administrative responsibilities performed without the client are considered direct care.

**FTE:** Full-time equivalent relates to the amount of time an employee is scheduled to work in relation to a full-time standard of 2,080 hours/year or 40 hours/week. 1.0 FTE = 2,080 hours.

**Proposed Yearly Salary:** Include any projected salary increases in this amount.

11.

## Supporting Schedule 3(page 1):

AGENCY: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

FRINGE BENEFIT BREAKDOWN:

[illegible]

ARE THERE ANY LEASE EXPENSES INCLUDED IN THE BUDGET? If yes, please list the item, the line it is included in on the budget and the amount.

[illegible]

11.

Supporting Schedule 3 (page 2):

**Agency:**

WHAT IS INCLUDED IN THE "OTHER" SUPPLIES LINE?

ITEM

AMOUNT

\$

\$

\$

\$

\$

\$

\$

---

Total

PLEASE EXPLAIN "Interest-Other"

PLEASE SPECIFY THE EXPENSES THAT ARE INCLUDED IN "PROFESSIONAL FEES" AND/OR  
OTHER ALLOWABLE COSTS AND THE ASSOCIATED COST FOR EACH EXPENSE: (PLEASE  
SPECIFY BUDGET LINE)

**PROFESSIONAL FEES:**

**COST**

\$

\$

25

5

7

4

**TOTAL PROFESSIONAL FEES:**

2

OTHER ALLOWABLE COSTS:

22

5

4

---

\$

TOTAL OTHER

ALLOWABLE COSTS:

**\$**

Supporting Schedule 3 (page 3):

Agency: \_\_\_\_\_

Program: \_\_\_\_\_

PLEASE LIST THE FOLLOWING REGARDING PROPERTY/BUILDING DEPRECIATION: (Make additional copies of this form as needed)

Location	Date of Purchase	Years of Depreciation	Purchase price (Less land value)	Depreciation Amount included for current year
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total				

PLEASE LIST THE FOLLOWING REGARDING VEHICLE(S) /DEPRECIATION:

Make/Model	Date of Purchase	Years of Depreciation	Purchase price	Depreciation Amount included for current year
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total				

## BROWN COUNTY MENTAL HEALTH CENTER

## STATISTICS FOR APRIL 2009

ADMISSIONS	April	Year to Date	Year to Date
		2009	2008
Voluntary - Mental Illness	10	27	28
Voluntary - Alcohol	8	29	37
Voluntary - AODA/Drug	0	8	0
Police Protective Custody - Alcohol	40	155	145
Commitment - Alcohol	0	0	4
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	0
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	87	319	359
Court Order Prelim. - Mental Illness	0	3	2
Court Order Prelim. - Alcohol	0	1	3
Court Order for Final Hearing	2	4	3
Commitment - Mental Illness	0	0	1
Return from Conditional Release	14	46	54
Court Order Prelim. - Drug	0	0	0
Other	0	1	1
<b>TOTAL</b>	<b>161</b>	<b>593</b>	<b>637</b>

ADMISSIONS BY UNITS			
Unit 7 (Adult Acute)	161	593	637
<b>TOTAL</b>	<b>161</b>	<b>593</b>	<b>637</b>

ADMISSIONS BY COUNTY			
Brown	108	387	356
Door	2	16	25
Kewaunee	6	15	19
Oconto	9	22	32
Marinette	3	15	24
Shawano	3	20	15
Waupaca	6	10	8
Menominee	0	10	13
Outagamie	8	27	38
Manitowoc	9	53	70
Winnebago	1	5	18
Other	6	13	19
<b>TOTAL</b>	<b>161</b>	<b>593</b>	<b>637</b>

NEW ADMISSIONS			
Unit 7 (Adult Acute)	64	253	248
<b>TOTAL</b>	<b>64</b>	<b>253</b>	<b>248</b>

READMIT WITHIN 30 DAYS			
Unit 7 (Adult Acute)	25	98	101
<b>TOTAL</b>	<b>25</b>	<b>98</b>	<b>101</b>

AVERAGE DAILY CENSUS	April	Year to Date	Year to Date
		2009	2008
Unit 7 (Adult Acute)	19	21	27
<b>TOTAL</b>	<b>19</b>	<b>21</b>	<b>27</b>

INPATIENT SERVICE DAYS			
Unit 7 (Adult Acute)	583	2574	3308
<b>TOTAL</b>	<b>583</b>	<b>2574</b>	<b>3308</b>

BED OCCUPANCY			
Unit 7 (Adult Acute) (21 Beds)	93%	102%	130%
<b>TOTAL (21 Beds)</b>	<b>93%</b>	<b>102%</b>	<b>130%</b>

DISCHARGES			
Unit 7 (Adult Acute)	154	585	636
<b>TOTAL</b>	<b>154</b>	<b>585</b>	<b>636</b>

DISCHARGE DAYS			
Unit 7 (Adult Acute)	623	2910	3195
<b>TOTAL</b>	<b>623</b>	<b>2910</b>	<b>3195</b>

AVERAGE LENGTH OF STAY			
Unit 7 (Adult Acute)	4	5	5
<b>TOTAL</b>	<b>4</b>	<b>5</b>	<b>5</b>

AVERAGE LENGTH OF STAY BY COUNTY			
Brown	4	5	4
Door	16	5	5
Kewaunee	2	2	3
Oconto	3	3	6
Marinette	2	5	5
Shawano	1	6	5
Waupaca	2	2	6
Menominee	0	9	8
Outagamie	5	4	4
Manitowoc	5	9	10
Winnebago	2	4	7
Other	6	4	5
<b>TOTAL</b>	<b>4</b>	<b>5</b>	<b>5</b>

In/Outs

Current

YTD

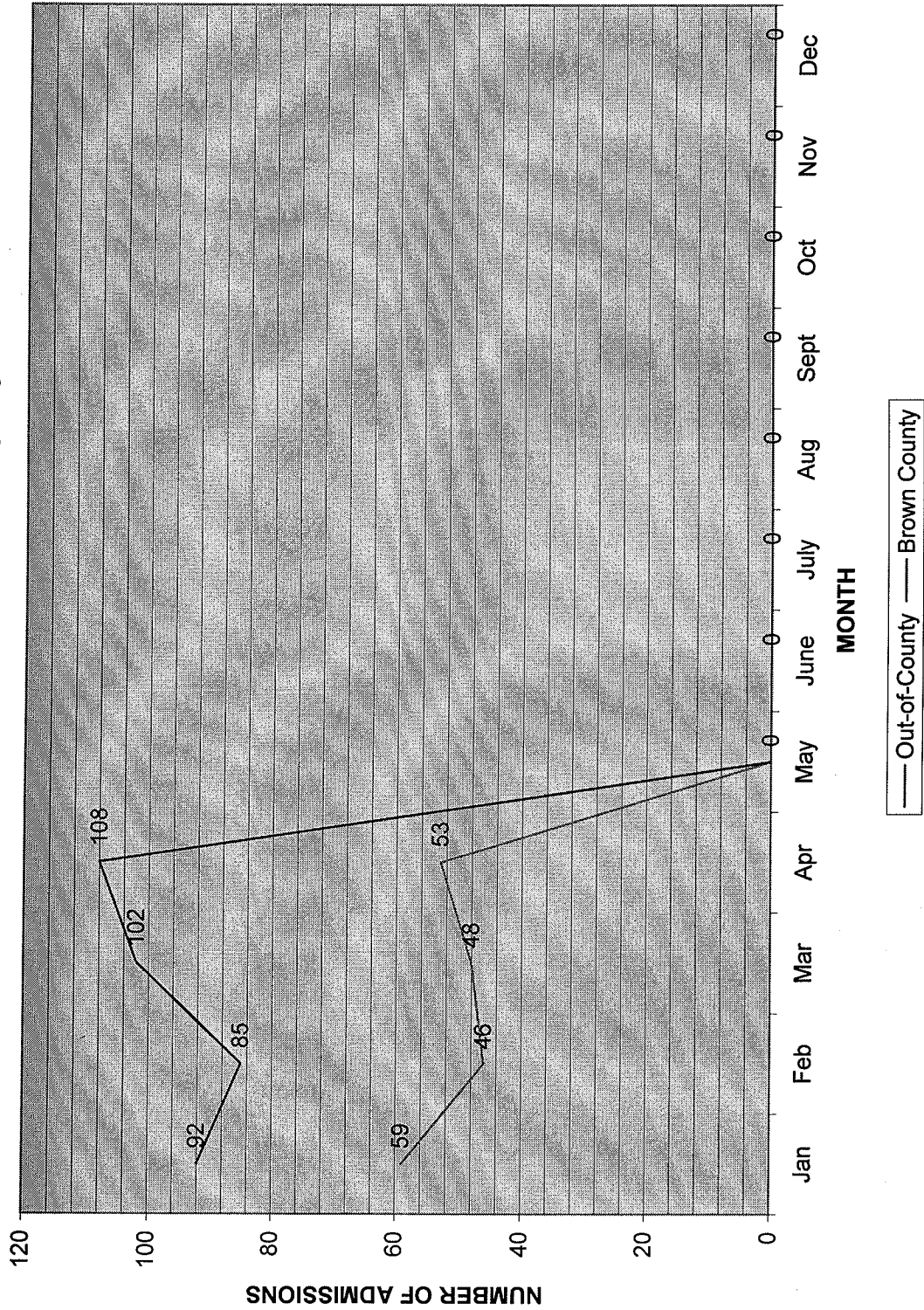
16

64

12.

# **BROWN CO. VS. OUT-OF-COUNTY ADMISSIONS- JAN. through APRIL, 2009 - PSYCHIATRIC HOSPITAL**

Unit 7 capped at 28 beds for Out of County beginning 2/14/07



May 6, 2009

Mr. Mark Quam, Director  
Brown County Human Services  
111 N. Jefferson St  
P O Box 22188  
Green Bay WI 54305-2188

Dear Mr. Quam:

Thank you for agreeing to present this information to the Brown County Board of Supervisors.

I have attached an Excel spreadsheet that shows the daily census in the Adolescent Unit per addendum to the memorandum of understanding. Bellin Psychiatric Center did not transfer any involuntary adolescents to other institutions, nor were any admissions refused.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Linda S. Roethle, M.S.  
President

BROWN COUNTY  
ADOLESCENT CENSUS  
APRIL 2009

	Sunday	Monday	Tuesday	Wed	Thurs	Friday	Sat	
<b>Day 1 - 4</b>				1-Apr	2-Apr	3-Apr	4-Apr	
Other				0	1	1	0	
Brown County Voluntary				0	0	1	1	
Brown County Involuntary				1	4	4	4	
<b>Total</b>		<b>Total</b>	<b>0 Total</b>	<b>1 Total</b>	<b>5 Total</b>	<b>6 Total</b>	<b>5 Total</b>	
<b>Day 5 - 11</b>								
Other	5-Apr	6-Apr	7-Apr	8-Apr	9-Apr	10-Apr	11-Apr	
Brown County Voluntary	0	2	4	5	7	7	8	
Brown County Involuntary	1	2	2	2	2	1	0	
<b>Total</b>	<b>5 Total</b>	<b>10 Total</b>	<b>10 Total</b>	<b>11 Total</b>	<b>13 Total</b>	<b>11 Total</b>	<b>11 Total</b>	
<b>Day 12 - 18</b>								
Other	12-Apr	13-Apr	14-Apr	15-Apr	16-Apr	Apr 17	18-Apr	
Brown County Voluntary	8	8	8	5	3	6	6	
Brown County Involuntary	0	1	1	1	3	2	2	
<b>Total</b>	<b>10 Total</b>	<b>11 Total</b>	<b>9 Total</b>	<b>7 Total</b>	<b>8 Total</b>	<b>10 Total</b>	<b>10 Total</b>	
<b>Day 19 - 25</b>								
Other	19-Apr	20-Apr	21-Apr	22-Apr	23-Apr	24-Apr	25-Apr	
Brown County Voluntary	6	10	9	10	10	6	4	
Brown County Involuntary	2	3	4	3	3	3	1	
<b>Total</b>	<b>10 Total</b>	<b>16 Total</b>	<b>15 Total</b>	<b>15 Total</b>	<b>17 Total</b>	<b>14 Total</b>	<b>9 Total</b>	
<b>Day 26 - 30</b>								
Other	26-Apr	27-Apr	28-Apr	29-Apr	30-Apr			
Brown County Voluntary	4	4	4	2	3			
Brown County Involuntary	2	3	3	3	2			
<b>Total</b>	<b>13 Total</b>	<b>14 Total</b>	<b>15 Total</b>	<b>11 Total</b>	<b>10 Total</b>			

Reported by:  
Bellin Psychiatric Center

5/6/2009

13



TO: Human Service Committee Members

FROM: Jill Rowland  
Contract & Provider Relations Manager

DATE: May 12, 2009

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Peter Lavaque	Respirator Training	1/7/09	1/21/09
Little Angels Daycare	Childcare	1/12/09	1/21/09
Precious Memories	Childcare	2/12/09	3/18/09
Discover Little Miracles	Childcare	2/12/09	3/18/09
Lenss Construction	Home Modification	2/16/09	3/18/09
Jeff Vercauteren'	Door Repair	2/16/09	3/18/09
Rifton Equipment	Equipment Purchase	2/17/09	3/18/09
Allpro Sign Language	Translator	2/19/09	3/18/09
Pat Haggerty	Reimbursement	2/19/09	3/18/09
David Hallada	TBRA Grant	2/20/09	3/18/09
Wheaton Franciscan Health	Lifeline Service	3/19/09	
Diane J. Taylor	Speech Pathology	3/20/09	
4 Port	Counseling	3/20/09	
Niebler Properties	Rent	4/01/09	
Premier Life Enterprises	Equipment	4/09/09	
Homeland Security	Services	4/13/09	
Ysebaert, Amiee	Foster	4/22/09	
New Vision Wilderness	Camp	4/24/09	
Erickson Home Medical	Lift Chairs	4/28/09	
Hollie Johnson	Transportation	5/4/09	
Watertown Transit	Transportation	5/4/09	

TO: Human Services Committee Members

FROM: Jill Rowland  
Contract & Provider Relations Manager

DATE: May 12, 2009

REQUEST FOR NEW VENDOR CONTRACT				
VENDOR	SERVICES	CONTRACT AMOUNT	DATE REQUESTED	DATE APPROVED
BETHESDA Lutheran Home and Services, Inc	PREVOCATIONAL SERVICES	\$12,500	1/7/09	3/18/09
Clinicare Corporation	RESIDENTIAL CARE CENTER	\$36,500	1/12/09	3/18/09
Kathleen Lyons	APNP SERVICES	\$142,000	1/19/09	3/18/09
Butler Adult Family Home	ADULT FAMILY HOME	\$15,300	2/14/09	3/18/09
Hucek Adult Family Home	ADULT FAMILY HOME	\$9,600	2/14/09	3/18/09
Hietpas Adult Family Home	ADULT FAMILY HOME	\$18,395	2/14/09	3/18/09
Infinity Care Inc	CBRF	\$41,000	2/23/09	3/18/09
Laurent Adult Family Home	ADULT FAMILY HOME	\$11,350	3/9/09	3/18/09
Trembl, Carl Adult Family Home	ADULT FAMILY HOME	\$16,875	3/20/09	
Deatherage Adult Family Home	ADULT FAMILY HOME	\$18,500	3/30/09	
Lemons Receiving Home	RECEIVING HOME	\$14,141	5/05/09	

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amendment #1	Amendment #2	Amendment #3	Amendment #4	Updated Contract Amount
A-1 MEDI MOBILE	12/17/08	01/02/09	\$35,078					\$35,078
ADAMS AFH	1/8/09	2/4/09	\$70,906					\$70,906
ADULT CARE LIVING OF NE WI	1/7/09	1/22/09	\$96,378					\$96,378
AFFINITY HEALTHCARE	1/14/09	2/4/09	\$73,386	\$48,270				\$121,656
AGING & DISAB RESOURCE CENTER OF BC	1/22/09	2/2/09	\$36,118					\$36,118
AID RESOURCE CENTER OF WISCONSIN	12/17/08	1/22/09	\$22,500					\$22,500
ALL ABOUT DREAMS, LLC	1/14/09	1/28/09	\$17,192					\$17,192
AMERICAN FOUNDATION OF COUNSELING SERVICES	12/19/08	1/2/09	\$207,856					\$207,856
ANDERSON RECEIVING HOME	12/15/08	12/18/08	\$28,282					\$28,282
ANGELS BY THE BAY DBA VISITING ANGELS	12/15/08	2/17/09	\$67,450					\$67,450
ANGELS TOUCH ASSISTED LIVING	2/16/09	2/17/09	\$884,058					\$884,058
ARNOLD RECEIVING HOME	12/15/08	1/2/09	\$37,232					\$37,232
ARTS AFH	12/11/08	12/18/08	\$23,148					\$23,148
ASPIRO INC	1/22/09	2/4/09	\$3,047,539					\$3,047,539
AT HOME ANGELS	1/14/09	1/20/09	\$155,945					\$155,945
BAIRD HOME	1/21/09	2/4/09	\$258,685					\$258,685
BELLIN PSYCHIATRIC CENTER	2/4/09	3/18/09	\$10,000					\$10,000
BERGER AFH	12/11/08	1/28/09	\$55,355					\$55,355
BETHESDA	1/21/09	3/12/09	\$12,500					\$12,500
BEYOND ABILITIES	1/16/09	2/9/09	\$1,042,409					\$1,042,409
BIRCH CREEK	1/8/09	2/11/09	\$286,708					\$286,708
BISHOPS COURT	1/8/09	2/11/09	\$531,588					\$531,588
BOLL ADULT CARE CONCEPTS	2/2/09	2/2/09	\$463,044					\$463,044
BORNEMANN NURSING HOME	12/23/08	1/22/09	\$46,035					\$46,035
BOYS AND GIRLS CLUB OF GB	1/6/09	2/4/09	\$86,700					\$86,700
BRAZEAU AFH	12/11/08	1/2/09	\$12,816					\$12,816
BROTOLOC HEALTH CARE SYSTEMS	12/23/08	1/14/09	\$908,049					\$908,049
BRUNETTE AFH	12/11/08	12/18/08	\$25,380					\$25,380
BRUSS SUPPORTIVE COMMUNITY LIVING	1/28/09	2/2/09	\$194,483	\$0				\$194,483
BUSSE AFH	1/20/09	1/26/09	\$104,554					\$104,554
BUTLER AFH	2/9/09	2/9/09	\$15,300					\$15,300
CANDLELIGHT VISION CORP DBA A BETTER CHOICE GROUP	12/19/08	1/2/09	\$134,441					\$134,441
CAPELLE AFH	12/11/08	12/18/08	\$55,884					\$55,884
CAPPS/KALISHEK AFH	12/11/08	2/4/09	\$23,376					\$23,376
CARE FOR ALL AGES	1/14/09	1/26/09	\$90,840					\$90,840
CAREGIVERS HOME HEALTH	12/15/08	1/6/09	\$19,572					\$19,572
CARRINGTON MANOR ASSISTED LIVING	1/21/09	2/25/09	\$80,282					\$80,282
CATHOLIC CHARITIES	12/17/08	2/2/09	\$183,600					\$183,600
CBIS	1/21/09	2/6/09	\$213,487	\$0				\$213,487
CENTURY RIDGE, INC.	1/14/09	1/30/09	\$170,807					\$170,807

2009 Contract Status Log

5/12/2009 10:25 AM

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amendment #1	Amendment #2	Amendment #3	Amendment #4	Updated Contract Amount
CEREBRAL PALSY INC.	1/16/09	1/28/09	\$1,182,769					\$1,182,769
CHILDRENS SERVICE SOCIETY	12/19/08	1/16/09	\$77,754					\$77,754
CHOICES TO CHANGE INC	12/23/08	1/14/09	\$83,059					\$83,059
CHRISTIANA RESPIRE CENTER	1/2/09	2/4/09	\$8,309					\$8,309
CLARITY CARE INC	1/14/09	2/19/09	\$1,683,493	\$0				\$1,683,493
CLINICARE CORPORATION	1/20/09	3/3/09	\$36,500					\$36,500
COMFORT KEEPERS INC	12/15/08	12/22/08	\$360,417					\$360,417
COMMUNITY CARE RESOURCES/PROGRAMS	1/16/09	1/28/09	\$230,147					\$230,147
COMPANION CARE INC	12/15/08	1/2/09	\$95,631					\$95,631
COMPASS DEVELOPMENT	12/23/08	1/6/09	\$993,580	\$0				\$993,580
COUNTRY HEALTHCARE	1/16/09	3/2/09	\$83,863					\$83,863
COUNTRY KIDS INC	12/18/08	1/7/09	\$10,000					\$10,000
COUNTRY LIVING	1/30/09	1/0/00	\$270,756					\$270,756
CRESTWOOD HEALTHCARE	1/26/09	2/5/09	\$25,500					\$25,500
DEATHERAGE-VELEKE AFH	4/2/09	4/2/09	\$18,500					\$18,500
DEBAERE AFH	12/11/08	1/16/09	\$66,864					\$66,864
DEER PATH ESTATES, INC.	1/8/09	1/28/09	\$262,138					\$262,138
DELVEAUX AFH	12/11/08	12/22/08	\$27,264					\$27,264
DORN AFH	2/2/09	2/2/09	\$21,685	\$14,400				\$36,085
EAST SHORE INDUSTRIES	12/19/08	1/2/09	\$90,855	\$0				\$90,855
ELSNER AFH	12/11/08	12/18/08	\$30,658					\$30,658
ENCOMPASS CHILD CARE	1/14/09	1/28/09	\$111,776					\$111,776
ENGBERG AFH	12/15/08	1/14/09	\$38,568					\$38,568
ETHAN HOUSE	12/19/08	1/12/09	\$135,142					\$135,142
FAMILIES HELPING FAMILIES	12/17/08	1/12/09	\$10,000					\$10,000
FAMILY SERVICE OF NORTHEAST WI, INC.	o jill 2/25/09	3/4/09	\$2,783,362					\$2,783,362
FAMILY TRAINING PROGRAM	1/8/09	1/12/09	\$255,000					\$255,000
FAMILY WORKS PROGRAMS INC.	12/19/08	1/26/09	\$33,900					\$33,900
FENLON AFH	12/11/08	12/22/08	\$16,932					\$16,932
FRIENDSHIP MANOR INC.	1/20/09	2/13/09	\$319,513					\$319,513
G & I OCHS INC.	1/16/09	1/26/09	\$1,010,662	\$0	\$0			\$1,010,662
GAEDTKE AFH	1/7/09	1/26/09	\$164,131					\$164,131
GAUGER AFH	12/11/08	1/14/09	\$31,824					\$31,824
GERI CARE CABIN LLC	1/8/09	1/16/09	\$36,919					\$36,919
GILES AFH	12/15/08	12/22/08	\$43,092	\$0				\$43,092
GJT LLC	12/19/08	1/6/09	\$63,125					\$63,125
GOLDEN HOUSE	12/17/08	1/2/09	\$92,306					\$92,306
GONZALEZ AFH	12/11/08	1/6/09	\$100,104					\$100,104
GOODWILL INDUSTRIES	12/17/08	1/14/09	\$48,277					\$48,277
GOODWILL INDUSTRIES DBA BEYOND BOUND(AUTISM)	1/13/09	1/21/09	\$93,362	\$0				\$93,362

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amendment #1	Amendment #2	Amendment #3	Amendment #4	Updated Contract Amount
GORDON AFH	12/11/08	12/18/08	\$33,816					\$33,816
GRACELAND II LLC	12/19/08	1/6/09	\$137,484					\$137,484
GRACYALNY, SUE	12/19/08	1/30/09	\$64,000	\$0				\$64,000
GRONSETH AFH	12/23/08	1/8/09	\$43,200					\$43,200
HANDISHOP INDUSTRIES INC.	1/2/09	1/12/09	\$10,411					\$10,411
HARMONY LIVING CENTERS LLC	1/28/09	2/2/09	\$54,451					\$54,451
HEARTLAND HOUSE	1/2/09	1/16/09	\$24,255					\$24,255
HIETPAS AFH	jason 1/22/09	1/23/09	\$18,395					\$18,395
HOEFT AFH	12/11/08	1/12/09	\$38,628					\$38,628
HOME INSTEAD SENIOR CARE	12/15/08	1/2/09	\$461,095	\$0				\$461,095
HOMES FOR INDEPENDENT LIVING	2/4/09	2/5/09	\$4,342,552					\$4,342,552
HUCEK AFH	1/30/09	1/30/09	\$9,600	\$13,281				\$22,881
IMPROVED LIVING SERVICES	1/14/09	1/21/09	\$625,021					\$625,021
INFINITY CARE INC	3/2/09	3/2/09	\$47,100					\$47,100
INNOVATIVE COUNSELING(AUTISM)	1/22/09	2/13/09	\$32,566					\$32,566
INNOVATIVE SERVICES	1/8/09	1/8/09	\$8,176,003	\$0	\$0	\$0	\$36,950	\$8,212,953
INTEGRATED COMMUNITY SERVICES(Oct-Sept contract)	n/a	8/20/08	\$283,125	\$51,218				\$334,343
INTEGRATED DEVELOPMENT SERVICES	3/18/09	3/31/09	\$50,000					\$50,000
INTERIM HEALTHCARE	12/15/08	3/18/09	\$4,997					\$4,997
INTERIM HEALTHCARE STAFFING	12/15/08	3/18/09	\$47,159					\$47,159
J & DEE INC.	1/7/09	2/5/09	\$1,140,235					\$1,140,235
JACKIE NITSCHKE CENTER	12/23/08	1/8/09	\$381,445					\$381,445
KAKUK AFH	12/11/08	1/2/09	\$30,660					\$30,660
KATHLEEN LYONS LLC	1/28/09	2/4/09	\$142,000					\$142,000
KCC FISCAL AGENT SERVICES	1/8/09	1/8/09	\$4,408,000	\$0				\$4,408,000
KINDRED HEARTS	1/28/09	2/11/09	\$42,607	\$17,575				\$60,182
KLECZKA-VOGEL AFH	12/11/08	1/6/09	\$76,080					\$76,080
KLEIN, DR. (AUTISM)	12/19/08	12/23/08	\$273,163					\$273,163
KUSKE AFH	12/11/08	1/2/09	\$56,442	\$2,580				\$59,022
LAMERS BUS LINES, INC.	12/17/08	1/16/09	\$744,236					\$744,236
LAURENT AFH	5/7/09		\$59,873					\$59,873
LEMONS RECEIVING HOME			\$14,141					\$14,141
LISKA, JOANN	1/2/09	2/2/09	\$4,682					\$4,682
LUTHERAN SOCIAL SERVICES	1/14/09	4/7/09	\$2,017,497					\$2,017,497
LUTHERAN SOCIAL SERVICES-FAMILY PARTNERSHIP	12/19/08	1/8/09	\$46,823					\$46,823
LUTHERAN SOCIAL SERVICES-HOMME	1/8/09	2/4/09	\$34,304					\$34,304
MACHT VILLAGE PROGRAMS INC	jill 2/4/09	2/6/09	\$954,024					\$954,024
MALONE AFH	12/11/08	12/18/08	\$46,788	\$20,678				\$67,466
MARATHON YOUTH SERVICES	12/19/08	1/16/09	\$15,000					\$15,000
MARLA VIST MANOR ASSISTED LIVING	1/21/09	2/25/09	\$179,444					\$179,444

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amendment #1	Amendment #2	Amendment #3	Amendment #4	Updated Contract Amount
MCCORMICK MEMORIAL HOME	1/2/09	1/29/09	\$27,358	\$0				\$27,358
MCGARRY AFH	12/11/08	1/26/09	\$17,844					\$17,844
MCLAREN JACK AFH	12/11/08	1/14/09	\$33,168					\$33,168
MCLAREN JANETTE AFH	12/11/08	1/12/09	\$68,388					\$68,388
MEDI-VANS	12/17/08	1/2/09	\$147,686	\$0				\$147,686
MELOHN AFH	12/11/08	1/2/09	\$35,664					\$35,664
MILQUETTE AFH	12/11/08	12/23/08	\$21,204					\$21,204
MOORING PROGRAMS INC	1/8/09	2/11/09	\$193,026					\$193,026
MY BROTHERS KEEPER	12/17/08	12/23/08	\$34,808					\$34,808
NELSON AFH	12/23/08	1/6/09	\$105,744					\$105,744
NEITZEL AFH	1/16/09	1/21/09	\$17,285					\$17,285
NEMETZ AFH	12/11/08	12/26/08	\$39,516	\$6,970				\$46,486
NEW COMMUNITY SHELTER*	12/17/08	1/26/09	\$41,004					\$41,004
NEW CURATIVE REHABILITATION	1/28/09	2/4/09	\$1,192,767					\$1,192,767
NEWCAP INC.	12/23/08	1/14/09	\$6,807					\$6,807
NEW VISIONS TREATMENT HOMES OF WI, INC	1/26/09	2/2/09	\$86,696					\$86,696
NORTHWEST PASSAGE I/II	12/19/08	1/30/09	\$76,577					\$76,577
NOVA COUNSELING SERVICES	12/23/08	1/28/09	\$97,148					\$97,148
OCONNOR AFH	12/11/08	12/18/08	\$30,888					\$30,888
OPTIONS TREATMENT	1/6/09	1/30/09	\$10,000	\$30,000				\$40,000
ORLICH AFH	12/11/08	1/6/09	\$61,288					\$61,288
P.A.T.H.	12/19/08	1/14/09	\$100,791	\$0				\$100,791
PANTZLAFF AFH	12/15/08	1/6/09	\$70,368	\$19,972				\$90,340
PARAGON INDUSTRIES	12/23/08	1/26/09	\$474,214					\$474,214
PARENTEAU AFH	12/11/08	1/12/09	\$41,316					\$41,316
PATIL, DR.	1/2/09	1/14/09	\$154,635					\$154,635
PENNINGS AFH	12/11/08	1/2/09	\$28,788					\$28,788
PIANTEK RECEIVING HOME	12/15/08	12/23/08	\$28,282					\$28,282
PNUMA HEALTH CARE	12/23/08	1/28/09	\$120,003					\$120,003
PREVEA	12/23/08	2/18/09	\$188,312					\$188,312
PRODUCTIVE LIVING SYSTEMS	1/22/09	3/5/09	\$561,735					\$561,735
QUINN AFH	12/11/08	2/16/09	\$21,312					\$21,312
RAVENWOOD BEHAVIORAL HEALTH	1/8/09	3/27/09	\$43,800					\$43,800
REBEKAH HAVEN	12/23/08	1/2/09	\$33,660	\$0	\$0			\$33,660
REHABILITATION HOUSE, INC	1/7/09	1/21/09	\$25,500					\$25,500
REHAB RESOURCES	12/23/08	1/6/09	\$188,800					\$188,800
REIS AFH	12/11/08	1/2/09	\$22,560					\$22,560
REM-WISCONSIN II, INC.	1/26/09	2/9/09	\$1,699,949					\$1,699,949
SCHAUMBERG, LAURIE	1/2/09	1/22/09	\$15,971					\$15,971
SCHILLMAN AFH	12/11/08	1/2/09	\$21,600					\$21,600

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amendment #1	Amendment #2	Amendment #3	Amendment #4	Updated Contract Amount
SCHREIBER RECEIVING HOME (closed eff 6/30)	1/7/09	1/12/09	\$28,282					\$28,282
SEITZ AFH	12/11/08	1/2/09	\$42,792					\$42,792
SKORCZEWSKI AFH	12/11/08	1/26/09	\$18,336					\$18,336
SLAUGHT AFH	12/11/08	12/18/08	\$67,903					\$67,903
SOUTHERN HOME CARE	12/15/08	1/6/09	\$9,000					\$9,000
ST. MARYS HOSPITAL	12/17/08	2/27/09	\$6,062					\$6,062
ST. VINCENT	12/23/08	1/16/09	\$173,392					\$173,392
STARR/DINGER AFH	12/11/08	2/6/09	\$23,376					\$23,376
TANZI AFH	12/11/08	1/2/09	\$64,164					\$64,164
TEIPNER TREATMENT HOMES	12/19/08	1/14/09	\$257,361					\$257,361
TELLURIAN COMMUNITY INC.	1/16/09	1/30/09	\$30,449					\$30,449
TIPLER AFH	12/11/08	12/18/08	\$60,432					\$60,432
TREML, JENNIFER AFH	12/23/08	1/2/09	\$45,060					\$45,060
TREML, CARL AFH	3/31/09	3/31/09	\$16,875	\$9,325				\$26,200
TREMPEALEAU CO HEALTH CARE	12/19/08	1/16/09	\$178,633					\$178,633
VALLEY PACKAGING INC.	12/23/08	1/16/09	\$32,794					\$32,794
VERBONCOUER AFH	12/11/08	1/26/09	\$19,296					\$19,296
VILLA HOPE	2/9/09	3/2/09	\$1,168,150	\$0				\$1,168,150
WALL AFH (closed 5/1, see Laurent AFH)	12/11/08	12/18/08	\$30,888	\$17,665				\$48,553
WAUSAUKEE ENTERPRISES	12/17/08	1/22/09	\$11,165					\$11,165
WEBER RECEIVING HOME	12/15/08	12/23/08	\$28,282					\$28,282
WEYENBERG AFH	12/15/08	12/23/08	\$97,798					\$97,798
WILLOWCREEK AFH	1/14/09	1/28/09	\$248,136	\$150,000				\$398,136
WISCONSIN EARLY AUTISM PROJECT	1/22/09	1/28/09	\$578,032					\$578,032
ZAMBON AFH	12/11/08	12/18/08	\$46,380					\$46,380
ZIELKE AFH	12/11/08	1/14/09	\$32,004					\$32,004
ZIESMER AFH	12/11/08	12/18/08	\$77,100					\$77,100
TOTAL			\$55,626,606	\$401,934	\$0	\$0	\$36,950	\$56,065,490
2009 Contracts Sent:	188							
2009 Contracts Returned:	187							

June 17, 2009

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

CHANGE IN TABLE OF ORGANIZATION  
HUMAN SERVICES

WHEREAS, during a review of the Human Services current Table of Organization several discrepancies were identified; and

WHEREAS, to resolve the differences the Human Services Department and the Human Resources Department recommend the following changes to the Human Services Table of Organization. The intent of the recommended changes is not to increase the number of FTE's in the overall Table of Organization; and

WHEREAS, it is recommended that the Human Services Table of Organization be changed to delete (1.50) FTE Social Worker/Case Managers, add .50 FTE AODA Counselor III and add 1.00 FTE Clinical Social Worker/Professional Counselor/Case Manager to correct the discrepancies identified.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby approves the Human Services Table of Organization change deleting (1.50) FTE Social Worker/Case Manager, adding a .50 FTE AODA Counselor III and adding 1.00 FTE Clinical Social Worker/Professional Counselor/Case Manager to correct the discrepancies identified.



## Fiscal Impact Salary and Fringe Benefits

<u>Department</u>	<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Human Services	Social Worker/Case Manager	(1.50)	DELETION	\$(24,950)	\$ (4,754)	\$(29,704)
	AODA Counselor III	.50	ADDITION	\$ 8,706	\$ 1,659	\$ 10,365
	Clinical Social Worker/ Professional Counselor/ Case Manager	1.00	ADDITION	\$ 16,623	\$ 3,167	\$ 19,790
<b>Total Fiscal Impact</b>				<b>\$ 379</b>	<b>\$ 72</b>	<b>\$ 451</b>

Respectfully submitted,

HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
LANGAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

## HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

DATE: May 29, 2009

TO: Debbie Klarkowski  
Human Resources ManagerFROM: Deb Seidel  
Human Resources Analyst

SUBJECT: Human Services Table of Organization Changes

Human Services recently submitted a Request To Fill A Position for an AODA Counselor II. During a review of the Human Services current Table of Organization, several discrepancies were identified.

To resolve the differences, the following changes to the Table of Organization are recommended. The intent of the recommended changes is not to increase the number of FTE'S of the overall Table of Organization.

**The current Table of Organization and actual filled FTE's are:**

Position	2009 Budgeted FTE's	2009 Actual FTE's
Social Worker/Case Manager	108.10	102.80 *
AODA Counselor II	8.30	7.85 *
AODA Counselor III	1.00	1.50 **
Clinical Social Worker/ Professional Counselor/ Case Manager	9.00	10.00
<b>Total:</b>	<b>126.40</b>	<b>122.15</b>

\* Lower number of current FTE's than budgeted.

\*\* Actual FTE's over the number of budgeted FTE's.

**The recommended changes to the Table of Organization are:**

Position	FTE	Addition/ Deletion	Budgeted FTE's
Social Worker/Case Manager	(1.50)	Deletion	106.60
AODA Counselor II	--	No change	8.30
AODA Counselor III	.50	Addition	1.50
Clinical Social Worker/ Professional Counselor/ Case Manager	1.00	Addition	10.00
<b>Total:</b>	<b>0</b>		<b>126.40</b>

2009 Fiscal Impact Calculation  
For the period 6/1/09 - 12/31/09  
(Add 0.5 FTE AODA Couns III; Add 1.0 FTE Clinical SW/Pre Couns/Case Mgr; Delete 1.5 FTE Social Worker/Case Mgr)

	Add 1.0 FTE Clinica		Delete 1.5 FTE Social		
	Add 0.50 FTE AODA Couns III	SW/Pro Couns/Case Mgr	Worker/Case Mgr		Cumulative Fiscal Impact
Salary Fiscal Impact:	\$ 8,706.00	16,623.00	(24,950.00)	\$	379.00
FICA	\$ 666.00	\$ 1,272.00	\$ (1,909.00)	\$	29.00
WRS	\$ 923.00	\$ 1,762.00	\$ (2,645.00)	\$	40.00
W/C	\$ 70.00	\$ 133.00	\$ (200.00)	\$	3.00
Fringe Benefit Fiscal Impact:	\$ 1,659.00	\$ 3,167.00	\$ (4,754.00)	\$	72.00
<b>Total 2009 Fiscal Impact:</b>	<b>\$ 10,365.00</b>	<b>\$ 19,790.00</b>	<b>\$ (29,704.00)</b>	<b>\$</b>	<b>451.00</b>

## Brown County

## Community Programs

## Budget Status Report

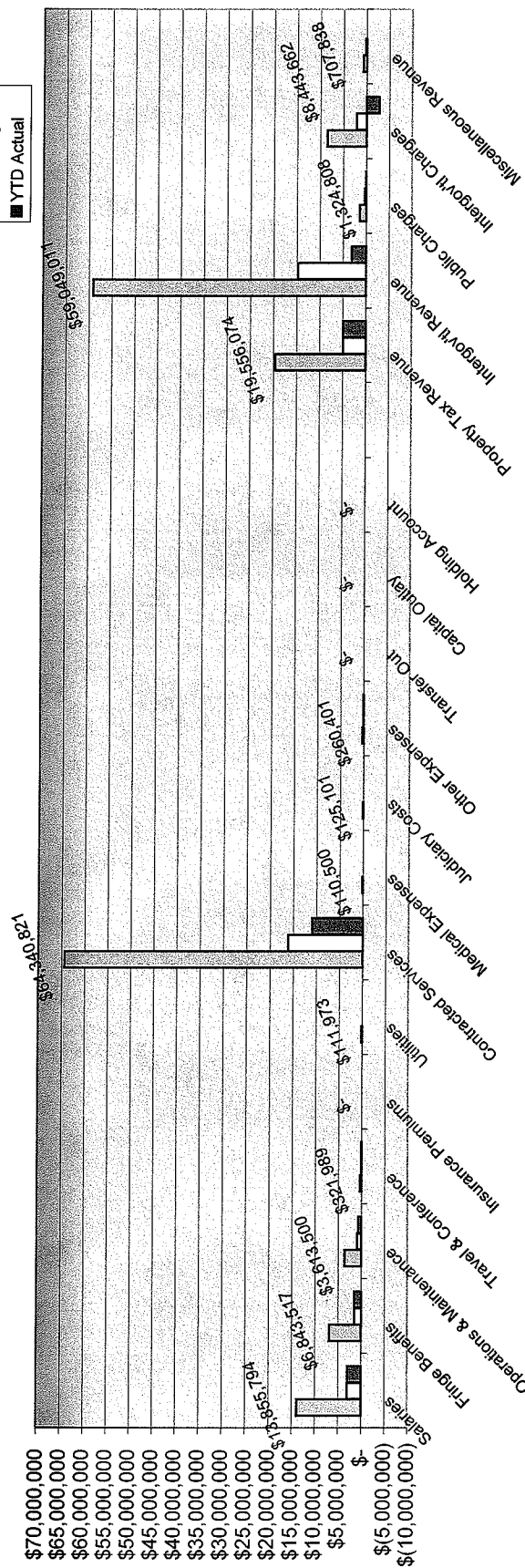
3/31/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 13,855,794	\$ 3,038,417	\$ 2,964,472
Fringe Benefits	\$ 6,843,517	\$ 1,500,310	\$ 1,473,706
Operations & Maintenance	\$ 3,613,500	\$ 903,375	\$ 659,321
Travel & Conference	\$ 321,989	\$ 82,970	\$ 42,595
Insurance Premiums	\$ -	\$ -	\$ -
Utilities	\$ 111,973	\$ 27,993	\$ 17,001
Contracted Services	\$ 64,340,821	\$ 16,085,209	\$ 10,876,394
Medical Expenses	\$ 110,500	\$ 27,625	\$ 4,851
Judiciary Costs	\$ 125,101	\$ 31,275	\$ 7,780
Other Expenses	\$ 260,401	\$ 65,101	\$ 47,745
Transfer Out	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -
Holding Account	\$ -	\$ -	\$ 27,422
Property Tax Revenue	\$ 19,556,074	\$ 4,889,018	\$ 4,889,019
Intergov't Revenue	\$ 59,049,011	\$ 14,764,725	\$ 3,058,697
Public Charges	\$ 1,324,808	\$ 331,202	\$ 94,550
Intergov't Charges	\$ 8,443,662	\$ 2,110,918	\$ (2,850,403)
Miscellaneous Revenue	\$ 707,838	\$ 178,741	\$ 23,507

**HIGHLIGHTS:**

Expenses: All expense categories have a savings. The holding account expenses will be distributed to the appropriate line item.

Revenues: Revenue does not get recorded in the month earned, but lags 1 - 2 months.

**Community Programs - March 31, 2009**

**Brown County Economic Support and Community Services**  
**Preliminary Variance Forecast Based on**  
**March 2009 Financials**

(Unaudited)

	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	Annual Forecast	Variance
<b>Agency Management Division:</b>							
Agency Management	\$ 25,786	\$ 24,973	\$ 68,015	\$ 71,208	\$ 324,415	\$ 272,060	\$ 52,355
Agency Support	232,706	169,441	535,505	504,134	2,061,276	2,142,020	(80,744)
Financial Services	110,985	106,213	306,725	302,730	1,380,586	1,226,900	153,686
Management & Info. Sys.	-	75,054	74,113	225,159	900,633	860,083	40,550
Contract Administration	13,231	19,360	37,450	56,002	246,138	149,800	96,338
Quality Improvement	13,276	15,253	37,373	43,493	198,140	149,492	48,648
<b>Total Agency Management</b>	<b>\$ 395,984</b>	<b>\$ 410,294</b>	<b>\$ 1,059,181</b>	<b>\$ 1,202,726</b>	<b>\$ 5,111,188</b>	<b>\$ 4,800,355</b>	<b>\$ 310,833</b>
<b>Economic Support Division</b>							
Fraud Investigation	\$ 15,309	\$ 13,406	\$ 43,733	\$ 38,359	\$ 173,256	\$ 194,049	\$ (20,793)
Economic Support Unit	61,284	81,802	187,726	238,784	1,025,837	982,012	43,825
Economic Support Certification	180,649	180,541	512,575	516,453	2,334,315	2,318,802	15,513
Economic Support - Child Daycare	20,060	18,698	56,332	53,484	241,744	254,798	(13,054)
<b>Sub Total Econ Supp Provided Serv</b>	<b>277,302</b>	<b>294,447</b>	<b>800,366</b>	<b>847,080</b>	<b>3,775,152</b>	<b>3,749,661</b>	<b>25,491</b>
<b>Economic Support Purch. Serv.</b>							
Child Day Care	\$ -	\$ -	\$ (750)	\$ -	\$ -	\$ (3,000)	\$ 3,000
EAP Program	53,184	21,254	53,184	63,766	255,069	255,069	-
Interpreter Service	2,575	1,084	3,035	3,250	13,000	12,140	860
Other Purch Serv.	17,056	17,954	41,261	53,863	215,451	165,044	50,407
<b>Sub Total Economic S. Purch. Serv.</b>	<b>72,815</b>	<b>40,292</b>	<b>96,730</b>	<b>120,879</b>	<b>483,520</b>	<b>429,253</b>	<b>54,267</b>
<b>Total Economic Support</b>	<b>\$ 350,117</b>	<b>\$ 334,739</b>	<b>\$ 897,096</b>	<b>\$ 967,959</b>	<b>\$ 4,258,672</b>	<b>\$ 4,178,914</b>	<b>\$ 79,758</b>
<b>Children's Services Division:</b>							
Childrens CCS	\$ 21,201	\$ 21,214	\$ 59,723	\$ 60,791	\$ 273,518	\$ 283,518	\$ (10,000)
Adolescent Services	101,810	105,213	310,176	300,101	1,366,067	1,416,367	(50,300)
Child Protect Services - Intake	68,450	85,320	184,997	243,381	1,107,736	924,200	183,536
Child Protect Services - Ongoing	75,567	81,323	215,533	233,544	1,045,382	983,338	62,044
Child Protect Services - Ongoing	49,355	69,232	149,214	197,487	898,851	745,759	153,092
Shelter Care	52,497	58,614	148,557	167,606	758,295	712,099	46,196
Volunteer Services	18,812	17,107	44,474	49,477	217,610	177,896	39,714
<b>Children &amp; Family Support</b>	<b>72,798</b>	<b>70,910</b>	<b>207,961</b>	<b>202,254</b>	<b>920,734</b>	<b>1,247,766</b>	<b>(327,032)</b>

**Brown County Economic Support and Community Services  
Preliminary Variance Forecast Based on  
March 2009 Financials**

(Unaudited)

	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	Annual Forecast	Variance
<b>Sub Total Children Serv Provided Serv</b>	460,490	508,933	1,320,635	1,454,641	6,588,193	6,490,943	97,250
<b>Purchase Services Child &amp; Fam.</b>							
Alternate Care	\$ 251,781	\$ 212,341	\$ 508,303	\$ 637,021	\$ 2,548,081	\$ 2,986,060	\$ (437,979)
Bed Hold	11,784	13,309	47,137	39,928	159,711	159,711	-
Child Abuse	65,343	27,299	65,343	81,897	327,587	327,587	-
Child & Family Incentive Funds	37,928	13,314	55,232	39,940	159,758	220,928	(61,170)
CFS Respite	-	1,667	-	5,000	20,000	20,000	-
Respite Care	11,574	12,500	25,575	37,500	150,000	90,500	59,500
Domestic Violence	3,638	2,086	14,551	6,259	25,037	45,500	(20,463)
Family Based Services	1,320	1,295	3,960	3,884	15,534	15,840	(306)
Family Planning	-	417	-	1,250	5,000	2,000	3,000
Family Preservation & Support	18,025	6,008	18,025	18,025	72,100	72,100	-
Family Training	51,972	22,950	73,932	68,850	275,400	275,400	-
Healthy Families	38,915	18,052	38,915	54,155	216,620	216,620	-
CISN Program	27,816	25,042	27,816	75,127	300,507	186,896	113,611
Kinship Care - Abuse & Neglect	55,255	50,030	163,615	150,088	600,350	600,350	-
Teen Parenting Skills	15,300	15,300	61,200	45,900	183,600	244,800	(61,200)
Wrap Around	22,949	25,500	37,429	76,500	306,000	310,000	(4,000)
Youth Aids	35,992	83,121	145,502	249,366	997,464	1,167,500	(170,036)
Youth Aids Independent Living	3,879	3,664	7,988	10,991	43,963	44,000	(37)
Children's Advocacy Center	-	4,167	-	12,500	50,000	50,000	-
DMC Grant	2,898	5,833	6,323	17,500	70,000	70,000	-
Birth to Three	82,080	89,655	182,998	268,964	1,075,854	1,050,171	25,683
Children and Family Services	15,564	15,460	23,946	46,380	185,519	185,519	-
Children's Autism Program	145,570	146,703	296,291	440,109	1,760,435	1,822,322	(61,887)
Children's CLTS Waiver	184,529	141,953	285,582	425,859	1,703,435	1,612,909	90,526
Other	68,914	52,935	127,239	158,806	635,226	767,143	(131,917)
<b>Sub Total Children Serv Purchased Serv</b>	1,153,026	990,601	2,216,902	2,971,799	11,887,181	12,543,856	(656,675)
<b>Total Children's Services Division</b>	<b>\$ 1,613,516</b>	<b>\$ 1,499,534</b>	<b>\$ 3,537,537</b>	<b>\$ 4,426,440</b>	<b>\$ 18,475,374</b>	<b>\$ 19,034,799</b>	<b>\$ (559,425)</b>
<b>Adult Services:</b>							
Adult Intake	\$ 35,730	\$ 33,663	\$ 97,442	\$ 96,385	\$ 434,597	\$ 389,756	\$ 44,841
Community Support - COP	115,639	110,769	314,118	315,910	1,438,518	1,256,460	182,058
Community Support - DD	144,460	136,396	410,016	388,987	1,771,425	1,640,052	131,373
Information & Assessment	31,326	31,936	92,674	91,054	414,950	370,684	44,266
AODA Services	55,866	62,816	156,109	179,293	814,908	676,467	138,441

**Brown County Economic Support and Community Services  
Preliminary Variance Forecast Based on  
March 2009 Financials**

(Unaudited)

	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	Annual Forecast	Variance
Community Treatment - MI Protective Payee	226,769	234,994	618,594	676,212	3,011,693	2,686,533	325,160
Community Supportive Services	26,270	31,077	81,126	88,648	403,459	324,504	78,955
AODA/CTP/CSP Support Services	21,065	25,427	61,350	73,525	323,506	261,737	61,769
Personal Care Nurses	43,505	68,709	121,240	202,085	851,488	566,174	285,314
Community Crisis Response Team	30,108	37,441	85,842	107,584	480,858	343,356	137,502
Drug Court	7,524	9,767	21,282	28,186	124,640	85,116	39,524
	1,032	17,401	3,113	44,772	178,290	155,115	23,175
<b>Sub Total Adult Services Provided Services</b>	<b>739,294</b>	<b>800,396</b>	<b>2,062,906</b>	<b>2,292,641</b>	<b>10,248,332</b>	<b>8,755,954</b>	<b>1,492,378</b>
<b>Purchased Services:</b>							
Elder Abuse Grant	\$ 417	\$ 5,223	\$ 2,890	\$ 15,667	\$ 62,666	\$ 62,666	\$ -
Elderly Community Aids/Levy	17,958	7,221	18,937	21,663	86,652	106,378	(19,726)
COP Services	350,644	116,018	372,699	348,054	1,392,217	1,312,092	80,125
COP Administration	2,110	8,138	9,943	24,414	97,655	101,687	(4,032)
COP Waiver Services	620,598	367,060	921,427	1,101,180	4,404,721	4,240,158	164,563
Nursing Home Relocations	116,174	84,038	173,580	252,116	1,008,465	974,476	33,989
Personal Care Asses. & Serv.	500	557,751	1,191	1,673,294	6,693,016	7,758,435	(1,065,419)
PH & Sensory - Community Aids/Levy	7,133	3,425	10,623	10,275	41,099	47,437	(6,338)
CIP II Services	396,414	288,372	603,344	865,116	3,460,463	3,123,545	336,918
CIP 1A Services	359,924	259,482	715,869	778,448	3,113,793	3,182,753	(68,960)
CIP 1B Services & CSLA	1,269,843	1,098,079	2,425,131	3,294,238	13,176,953	13,762,875	(585,922)
Brain Injury Prg. Services	32,057	27,099	63,008	81,298	325,193	343,815	(18,622)
DD - Community Integration	750,874	599,362	1,508,265	1,798,085	7,192,338	6,769,915	422,423
DD Community Aids	248,353	48,050	268,867	144,150	576,601	479,003	97,598
DD Family Support	5,000	11,809	14,160	35,425	141,698	111,515	30,183
DD - Respite	-	833	-	2,500	10,000	-	10,000
DD - Transition Students	394	10,417	813	31,250	125,000	107,792	17,208
DD - Advocacy	10,788	2,644	10,788	7,932	31,729	31,729	-
AODA Block Grant	161,594	69,770	184,435	209,312	837,249	939,632	(102,383)
AODA - MHC	29,954	30,643	48,022	91,928	367,710	374,670	(6,960)
AODA - Community Aids/Levy	46,880	31,636	84,548	94,909	379,637	375,693	3,944
Intoxicated Driver Program	-	4,080	12	12,240	48,960	48	48,912
IV - Drug Abuse Treatment	1,875	7,500	7,500	22,500	90,000	28,040	61,960
MI Community Aids/Levy	564,893	244,557	649,775	733,670	2,934,680	3,067,205	(132,525)
MI Community Aids/Levy - MHC	162,818	149,608	214,912	448,823	1,795,292	1,567,149	228,141
CCS Program	29,464	36,894	55,222	110,681	442,722	456,734	(14,012)
MI Diversion Facility	3,855	52,692	15,420	158,075	632,300	631,340	960
MI - Block Grant	116,606	59,500	116,634	178,500	714,000	714,000	-
IMD OBRA Reallocations	2,919	39,989	(5,167)	119,969	479,877	285,266	194,611

**Brown County Economic Support and Community Services**  
**Preliminary Variance Forecast Based on**  
**March 2009 Financials**

(Unaudited)

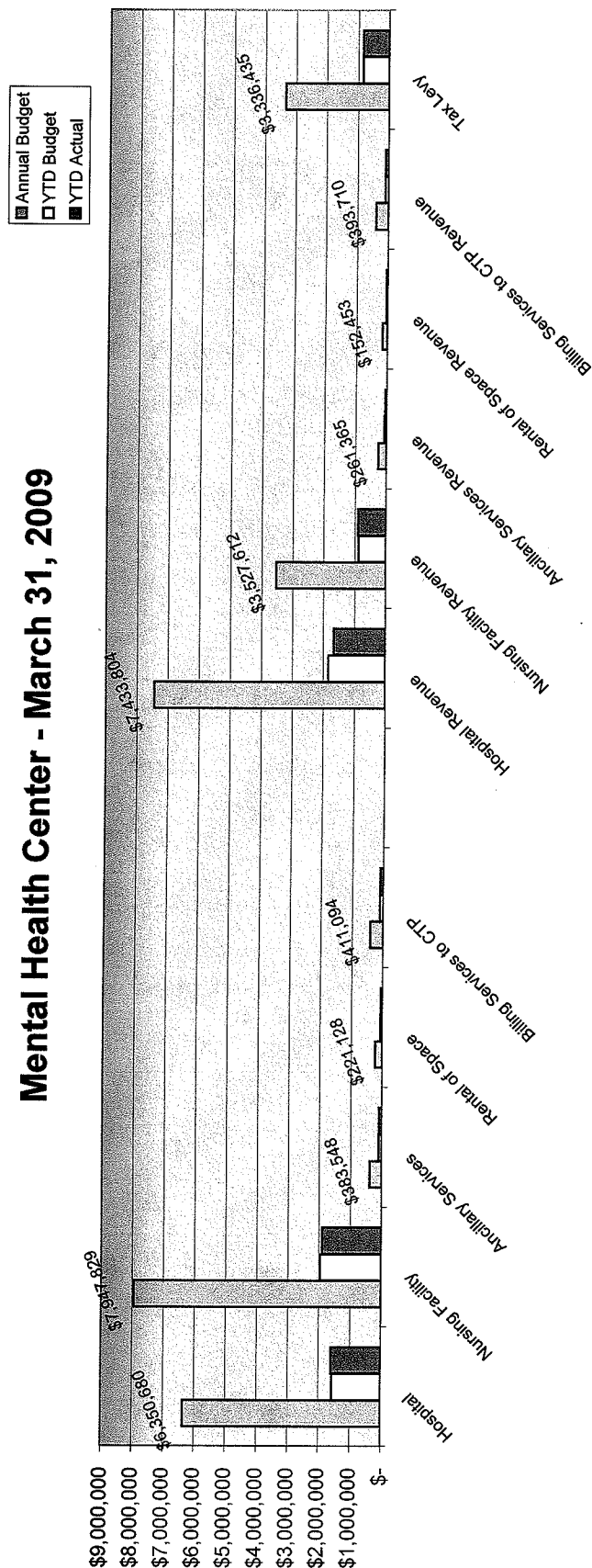
	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	Annual Forecast	Variance
Crisis Respite	-	2,400	-	7,200	28,800	-	28,800
Crisis Stabilization	3,438	23,389	5,031	70,168	280,671	20,124	260,547
Crisis - Waivers	-	13,833	-	41,500	166,000	-	166,000
Homeless Shelter Prg.	3,417	4,675	13,668	14,025	56,100	56,100	-
Grants	15,402	24,114	25,028	72,344	289,375	289,375	-
Prior Year Expenditures	27	-	27	-	-	27	(27)
Other	4	532	543	1,600	6,400	543	5,857
<b>Sub Total Adult Services Purchases Services</b>	<b>5,332,327</b>	<b>4,290,833</b>	<b>8,537,145</b>	<b>12,872,509</b>	<b>51,490,030</b>	<b>51,322,217</b>	<b>167,813</b>
<b>Total Adult Services Division</b>	<b>\$ 6,071,621</b>	<b>\$ 5,091,229</b>	<b>\$ 10,600,051</b>	<b>\$ 15,165,150</b>	<b>\$ 61,738,362</b>	<b>\$ 60,078,171</b>	<b>\$ 1,660,191</b>
<b>Total Holding Account</b>	<b>\$ (11,483)</b>	<b>\$ -</b>	<b>\$ 27,422</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Grand Total Expenditures</b>	<b>\$ 8,419,755</b>	<b>\$ 7,335,796</b>	<b>\$ 16,121,287</b>	<b>\$ 21,762,275</b>	<b>\$ 89,583,596</b>	<b>\$ 88,092,239</b>	<b>\$ 1,491,357</b>
<b>Revenues:</b>							
General Property Taxes	\$ 1,629,673	\$ 1,629,672	\$ 4,889,019	\$ 4,889,018	\$ 19,556,074	\$ 19,556,074	\$ -
State Funds	920,766	4,923,768	3,058,697	14,764,725	59,049,011	59,467,699	(418,688)
Public Charges	(6,182)	110,400	94,550	331,202	1,324,808	1,343,810	(19,002)
Intergovernmental Charges	(36,480)	703,640	(2,850,403)	2,110,918	8,443,662	6,782,999	1,660,663
Misc. Revenue	(52)	53,104	16,007	159,307	637,226	368,500	268,726
Transfer In	2,500	2,871	7,500	9,281	30,000	30,000	-
AODA MHC Transfer	-	3,384	-	10,153	40,612	-	40,612
<b>Total Revenues:</b>	<b>\$ 2,510,225</b>	<b>\$ 7,426,839</b>	<b>\$ 5,215,370</b>	<b>\$ 22,274,604</b>	<b>\$ 89,081,393</b>	<b>\$ 87,549,082</b>	<b>\$ 1,532,311</b>
<b>Net Effect on Fund Balance</b>					<b>\$ (502,203)</b>	<b>\$ (543,157)</b>	<b>\$ 40,954</b>



Brown County  
Mental Health Center  
Budget Status Report  
3/31/2009

	Annual Budget	YTD Budget	YTD Actual
Hospital	\$ 6,350,680	\$ 1,565,921	\$ 1,591,025
Nursing Facility	\$ 7,947,829	\$ 1,959,739	\$ 1,893,723
Ancillary Services	\$ 383,548	\$ 94,573	\$ 89,983
Rental of Space	\$ 221,128	\$ 54,525	\$ 49,417
Billing Services to CTP	\$ 411,094	\$ 101,366	\$ 92,071
Hospital Revenue	\$ 7,433,804	\$ 1,832,993	\$ 1,657,572
Nursing Facility Revenue	\$ 3,527,612	\$ 869,822	\$ 887,844
Ancillary Services Revenue	\$ 261,365	\$ 64,446	\$ 44,317
Rental of Space Revenue	\$ 152,453	\$ 37,591	\$ 38,019
Billing Services to CTP Revenue	\$ 393,710	\$ 97,079	\$ 95,857
Tax Levy	\$ 3,336,435	\$ 834,109	\$ 834,109

## Mental Health Center - March 31, 2009



**Brown County Mental Health Center  
Preliminary Variance Forecast Based on  
March 2009 Financials**

(Unaudited)

	YTD Actual	YTD Budget	Annual Budget	Annual Forecast	Variance
<b>Expenditures</b>					
<b>Salaries</b>					
Regular Earnings	\$ 1,698,580	\$ 1,676,926	\$ 6,800,867	\$ 6,888,686	\$ (87,819)
Paid Leave Earnings	-	-	-	-	-
STD Reimbursement	(19,000)	-	-	(77,056)	77,056
Overtime Earnings	163,590	128,219	520,000	663,448	(143,448)
<b>Total Salaries</b>	<b>\$ 1,843,170</b>	<b>\$ 1,805,145</b>	<b>\$ 7,320,867</b>	<b>\$ 7,475,078</b>	<b>\$ (154,211)</b>
<b>Fringe Benefits</b>					
<b>FICA</b>					
Accident & Health Insurance	\$ 298,732	\$ 803,727	\$ 3,259,561	\$ 1,211,524	\$ 2,048,037
Life Insurance	358,180	-	-	1,452,619	(1,452,619)
Dental Insurance	3,214	-	-	13,035	(13,035)
Disability Insurance	25,447	-	-	103,202	(103,202)
Retirement Credit	13,207	-	-	53,562	(53,562)
Retirement	73,621	-	-	298,574	(298,574)
Workers Compensation Insurance	67,110	-	-	272,168	(272,168)
Unemployment Compensation	25,719	-	-	104,305	(104,305)
	2,250	-	-	9,125	(9,125)
<b>Total Fringe Benefits</b>	<b>\$ 867,480</b>	<b>\$ 803,727</b>	<b>\$ 3,259,561</b>	<b>\$ 3,518,114</b>	<b>\$ (258,553)</b>
<b>Operation &amp; Maintenance</b>					
Office Supplies	\$ 6,041	\$ 5,055	\$ 20,500	\$ 24,500	\$ (4,000)
Supplies & Expense	20,850	45,844	185,922	89,058	96,864
Copy Expense	2,291	2,712	11,000	9,164	1,836
Printing	3,819	5,499	22,300	15,276	7,024
Dues & Memberships	597	927	3,760	2,388	1,372
Software Maintenance	2,676	12,990	52,680	10,704	41,976
Bed Assessments	18,000	13,981	56,700	72,000	(15,300)
Equipment Repair & Maintenance	6,633	4,438	18,000	26,901	(8,901)
Vehicle Repair & Maintenance	193	641	2,600	783	1,817
Cleaning & Housing Supplies	1,890	1,381	5,600	7,665	(2,065)

**Brown County Mental Health Center  
Preliminary Variance Forecast Based on  
March 2009 Financials**

(Unaudited)

	YTD Actual	YTD Budget	Annual Budget	Annual Forecast	Variance
<b>Operation &amp; Maintenance (cont'd)</b>					
Gas, Oil, Etc.	167	493	2,000	677	1,323
Advertising & Recruitment	1,958	123	500	7,941	(7,441)
Postage	3,656	3,082	12,500	14,624	(2,124)
Equipment Rental	-	1,479	6,000	-	6,000
Books, Periodicals, Subscription	195	1,566	6,350	780	5,570
Computer Software	8,640	8,753	35,500	34,560	940
Information Services Chargebacks	57,104	64,258	260,601	228,416	32,185
Insurance Chargebacks	18,040	17,793	72,161	72,161	-
Indirect Cost	83,703	119,590	485,003	334,812	150,191
Other Miscellaneous	3,252	2,121	8,600	13,189	(4,589)
Equipment - Nonoutlay	-	18,994	77,030	-	77,030
Food	53,644	53,014	215,000	217,556	(2,556)
<b>Total Operation &amp; Maintenance</b>	<b>\$ 293,349</b>	<b>\$ 384,734</b>	<b>\$ 1,560,307</b>	<b>\$ 1,183,155</b>	<b>\$ 377,152</b>
<b>Travel &amp; Conference</b>					
Travel, Conference & Training	\$ 1,734	\$ 2,466	\$ 10,000	\$ 7,032	\$ 2,968
<b>Total Travel &amp; Conference</b>	<b>\$ 1,734</b>	<b>\$ 2,466</b>	<b>\$ 10,000</b>	<b>\$ 7,032</b>	<b>\$ 2,968</b>
<b>Utilities</b>					
Electric	\$ 16	\$ 37	\$ 150	\$ 64	\$ 86
Gas, oil, etc.	16	37	150	64	86
Water & Sewer	32	49	200	128	72
Telephone	6,774	8,384	34,000	27,096	6,904
Other Utilities	2,046	2,018	8,184	8,184	-
<b>Total Utilities</b>	<b>\$ 8,884</b>	<b>\$ 10,525</b>	<b>\$ 42,684</b>	<b>\$ 35,536</b>	<b>\$ 7,148</b>

Brown County Mental Health Center  
Preliminary Variance Forecast Based on  
March 2009 Financials

(Unaudited)

	YTD Actual	YTD Budget	Annual Budget	Annual Forecast	Variance
<b>Contracted Services</b>					
Temporary Replacement Help	\$ 120,425	\$ 51,658	\$ 209,502	\$ 488,390	\$ (278,888)
Professional Services	10,125	10,013	40,610	40,500	110
Other Contracted Services	451,287	528,256	2,142,373	1,830,220	312,153
<b>Total Contracted Services</b>	<b>\$ 581,837</b>	<b>\$ 589,927</b>	<b>\$ 2,392,485</b>	<b>\$ 2,359,110</b>	<b>\$ 33,375</b>
<b>Medical Expenses</b>					
Medical Supplies	\$ 80,882	\$ 122,813	\$ 498,075	\$ 328,021	\$ 170,054
Medical Care	5,683	2,466	10,000	23,109	(13,109)
<b>Total Medical Expenses</b>	<b>\$ 86,565</b>	<b>\$ 125,279</b>	<b>\$ 508,075</b>	<b>\$ 351,130</b>	<b>\$ 156,945</b>
<b>Depreciation</b>					
Depreciation - Buildings	\$ -	\$ 1,233	\$ 5,000	\$ -	\$ 5,000
Depreciation - Bldg Improve	13,693	13,562	55,000	54,772	228
Depreciation - Equipment	18,656	37,973	154,000	74,624	79,376
Depreciation - Land Hold Improve	851	1,553	6,300	3,404	2,896
<b>Total Depreciation</b>	<b>\$ 33,200</b>	<b>\$ 54,321</b>	<b>\$ 220,300</b>	<b>\$ 132,800</b>	<b>\$ 87,500</b>
<b>Total Expenditures</b>	<b>\$ 3,716,219</b>	<b>\$ 3,776,124</b>	<b>\$ 15,314,279</b>	<b>\$ 15,061,955</b>	<b>\$ 252,324</b>
<b>Revenues</b>					
General Property Taxes	\$ 834,109	\$ 834,109	\$ 3,336,435	\$ 3,336,435	\$ -
Public Charges	1,739,904	1,976,091	8,014,147	7,056,277	957,870
Intergovernmental Charges	845,012	766,408	3,108,211	3,426,993	(318,782)
Misc. Revenue	138,691	159,432	646,586	562,469	84,117
Transfer In	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 3,557,716</b>	<b>\$ 3,736,040</b>	<b>\$ 15,105,379</b>	<b>\$ 14,382,174</b>	<b>\$ 723,205</b>
<b>Net Income (Expense)</b>	<b>\$ (158,503)</b>	<b>\$ (40,084)</b>	<b>\$ (208,900)</b>	<b>\$ (679,781)</b>	

Ann Wondergem, WCHSA President  
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# WCHSA



*Wisconsin County Human Services Association*

## MEETING OF THE WCHSA EXECUTIVE BOARD

Wednesday, May 6, 2009  
Chula Vista Resort  
2501 River Road (Hwy 13 N)  
Wisconsin Dells, WI 53965  
(608) 254-8366  
9:30am

### Call to Order

### Introductions

### Approval of Minutes

### Agenda Overview

#### Partner Agency Reports

- Wisconsin Counties Association –Sarah Diedrick-Kasdorf
- Department of Health Services and Department of Children and Families – Patrick Cork
- Department of Corrections – Silvia Jackson or Michelle Buehl
- Other

#### Policy Advisory Committee Action Items/Reports

- **Economic Support** – Co-Chairs John Rathman and Liz Green
  - Report on Economic Support Survey and One-Day Summit
  - Report on Recommendations made to the Department of Health Services
  - Update on 2009 Fraud Allocations
  - Other
- **Behavioral Health** – Co-Chairs Kathy Roetter and Mark Seidl
  - Mental Health Substance Abuse Infrastructure Study Update
  - 1915(i) Waiver Update
  - Prescriptive Authority for Specially Trained Psychologists
  - Request for HFS 75 Statewide Variance to Allow Psychologists to Sign Off on Treatment Plans/Discharge Summaries, etc.
  - Criminal Justice Re-investment Initiative
  - Other
- **Children, Youth and Families** – Co-Chair Mark Mertens
  - The Governor's Budget - Recommendations on issues pertinent to children, youth and families and the fiscal impact it will have on counties
  - Other
- **Long Term Support** – Co-Chairs Joan Kettermann and Linda Van Ness
  - ADRC/Family Care Conflict of Interest Policy
    - Move to support the concept of avoiding conflict of interest, but believe it should be done through quality assurance and training instead of a mandate that require changes to structures, both physical and organizational, that have been previously approved.
  - Establishing policy for Children's Long Term Support programs
  - Policy
    - Move to recommend that the Policy should be established based on what we hear. We thought that would be a good parallel to policy is what the state says on a WISLINE.

- Request for input on:
  - Quality of Services and Eligibility once a Consumer moves from Waiver to Family Care
  - Functional Screen Eligibility Re-Determination after Consumer moves from Waivers to Family Care
- Other

### **Standing Committees Action Items/Reports**

- Public Policy – Dave Titus
  - Budget Strategy – Update on Recommended Approach to Providing Input into the Governor's Proposed Budget
- Conference Updates
  - May 6, 7 & 8, 2009: Wisconsin Dells: Chula Vista – Chair Randy Jacquet
- Membership & Dues Committee – Neal Blackburn
- Awards Committee – Alice Connors

### **Ad Hoc Committees and Reports**

- ADRC Ad Hoc Committee – Glen Johnson
- Long Term Care Council – Todd Romenesko
- Governor's Poverty Summit – Rosemary Davis
- MA Rate Reform – Bill Topel and Tom Stratton

### **Other**

### **Association Business**

- Chairman's Report
- President's Report
  - Secretaries Meeting – April 3, 2009
  - Appointments
  - Per Section 10 of the WCHSA Constitution and By-laws: the vacancy in any office, except the Immediate Past Chairperson of the Executive board and Immediate Past President, shall be filled by the Executive Board, upon the call of any member of the Executive Board.
    - Neal Blackburn – President
    - Bill Orth – Vice President
- Treasurer's Report
- Administrative Coordinator's Report
- Other

### **Adjournment**

#### **Postings on Website**

All information regarding WCHSA Board meetings or pertinent information we receive from state or national departments and associations are posted on our website under the "Communications" tab. For minutes of the PACs, scroll to the bottom of the PAC page.

**Save On Conference** - For those calling in the number is 1-913-227-1219 - Guest Code 125473#.

**If you plan to attend the meeting via Save On Conference, please contact Faith Elford, Administrative Coordinator, prior to the meeting (e-mail [coordinator@wchsa.org](mailto:coordinator@wchsa.org) or call at 920-568-9278). Please note WCHSA and YOU are both billed per phone line used. If more than one person is calling from a site, please use one line to call in to Save On Conference.**

**Executive Board Members** - If you are unable to attend the meeting, please contact Faith Elford ([coordinator@wchsa.org](mailto:coordinator@wchsa.org) or 920-568-9278) or Ann Wondergem at [wondeamw@co.sheboygan.wi.us](mailto:wondeamw@co.sheboygan.wi.us) or (920) 459-3213.

Prior to the meeting please review the information at the WCHSA website. The address is [www.wchsa.org](http://www.wchsa.org).

## MINUTES OF THE WCHSA EXECUTIVE BOARD

Thursday, April 2, 2009  
Holiday Inn Convention Center  
1001 Amber Ave.  
Stevens Point, WI

**Call to Order** - Vice Chairman Jim Mode called the Thursday, April 2, 2009, meeting of the WCHSA Executive Board to order at 9:30 a.m.

**Introductions** - Members present were: Neal Blackburn, John Chrest, William Downie, Liz Green, Gerald Huber, Cheryl Huenink, Randy Jacquet, Richard Johns, Glen Johnson, Barbara Larson-Herber, Evelyn Maloney, Mark Mertens, Jim Mode, Bill Orth, Gene Phillips, Lou Plaisance, John Rathman, Kathy Roetter, Roy Sargeant, Mark Seidl, Elizabeth Skulan, Janice Swoboda, Vicki Tylka, Linda Van Ness, Tom Widener, and Ann Wondergem.

Also present were: Kathi Cauley, Patrick Cork-DHS/DCF, Sarah Diedrick-Kasdorf-WCA, Faith Elford, Silvia Jackson-DOC/DJC, Fred Johnson, Bill Kelsey, Tammy Kincaid, Don Maurer, Jeff McIntyre, Barbara Nelson, Ray Przybelski, Greg Schiek Sr., Loretta Shellman, Paul Spencer, Lois Trever, and Larry Winter.

**Approval of Minutes** – The minutes of the March 5, 2009, WCHSA Executive Board meeting, were approved as written.

### Agenda Overview

#### Partner Agency Reports

- **Wisconsin Counties Association** – Sarah Diedrick-Kasdorf attended the meeting via the telephone.
  - Prescription authority for Psychologists-WCA was asked if WCHSA would co-sponsor a memo on this issue. Although the BH PAC was approached in October regarding this members have not had yet an opportunity to review and make a recommendation. The matter will be discussed at a future meeting.
  - Sarah has received responses from 21 counties on the WCA survey that was issued. If you have not yet responded, please do so. Sarah recommended that all WCHSA members lobby their legislators, particularly those with a representative on the Joint Finance Committee.
  - Public Hearings on the proposed budget are scheduled. The last hearing will be in Cambridge on Friday, April 3. Sarah said that to date County representatives have testified at every meeting. Dane and Jefferson Counties plan to testify in Cambridge.
  - Media campaign - WCA has drafted a memo including instructions on how to write an editorial for local newspapers. The media kit will be issued next week.
  - The budget process is likely to be completed differently this year. The Joint Finance Committee usually reviews small, non-controversial budget items first and Medicaid last. However, Sarah reported human service budget items will be discussed first.
  - There will be some discussion and brainstorming on developing alternative revenue sources.
- **Department of Health Services and Department of Children and Families** – Patrick Cork
  - Staff changes were discussed.
  - The Secretaries Timberlake & Bicha are attending events around the state to discuss the Governor's proposed budget.
  - The WCHSA Executive Committee is scheduled to meet with the Secretaries tomorrow to discuss the budget.
  - Updates on Department – applications for CIP II Nursing Home Diversion slots are available and there is some concern that they will be under-utilized.
  - The proposed Autism legislation is moving through the legislature.

- The Division of Mental Health Services is holding meetings around the state. A memo will be sent to Faith to distribute to the membership.
- W-2 Request for Proposal draft is on the website. The final document will be released in June. Pat will send a link to the website to Faith to distribute.
- **Department of Corrections – Sylvia Jackson**
  - There are some new juvenile sex offender ordinances-the full list in on their website.
  - A memo to the Members of the Special Committee on High-risk Juvenile offenders was provided as a handout.
  - Discussed the Juvenile Justice items included in the Governor's proposed budget. A three page document was provided outlining the budget reductions. Sylvia also shared the proposed changes to the Youth Aids allocation. (These documents are on the WCHSA website under Communications – 2009-2011 Gov. Budget issues section.)
  - There are no salary increases in the budget. Funding for overtime was eliminated.
  - Most DOC line items a 1% reduction. Several additional GPR reductions were added by the Governor.
  - There are some statutory language changes. There may be some new appropriations from the Federal Economic stimulus funds, but the amount is yet to be determined. Youth Aids and Juvenile Justice funding may be positively affected by the federal stimulus dollars.

#### **Policy Advisory Committee Action Items/Reports**

- **Economic Support – Co-Chairs John Rathman and Liz Green**
  - Report on Economic Support Survey and One-Day Summit – 70 pages of written suggestions were collected. Notes from each breakout will be collated into a single document that will be distributed. There were 130-140 participants.
  - 2009 Fraud allocations have been determined. There will be \$700,000 available statewide in 2009, compared to \$1.6 million in 2008. The allocation will be reduced further to \$200,000 in 2010.
  - There are federal stimulus monies for TANF programs. \$350 million may be available to Wisconsin.
- **Behavioral Health – Co-Chairs Kathy Roetter and Mark Seidl**
  - Mental Health Substance Abuse Infrastructure Study – The intention of the study is to research systems in five other states, not to review current county systems. The Management Group (TMG) has been contracted to conduct the study. Dane, Milwaukee, and Kewaunee Counties have volunteered to participate and other counties will be recruited. Results are due in September, so this is on a fast track.
  - Cost Shift in Placements of Children and Elderly at Mental Health Institutes - **MOTION: A motion was made and seconded to support WCA in objecting to the Governor's budget proposal to have counties pay the 40% state share for the cost of children and elderly persons placed at Winnebago and Mendota Mental Health Institutes. The motion carried.**
  - Increase in State Funding for CCS, CSP and Crisis Services - The Behavioral Health PAC recommended that the Executive Board of WCHSA support the proposal included in the Governor's budget to provide and increases of \$1 million GPR in FY10 and \$3 million GPR in FY 11 for CSP, crisis intervention and CCS programs. **MOTION: A motion was made and seconded to support the Governor's Budget proposal to provide increases of \$1 million GPR in FY10 and \$3 million in FY 11 for CSP, crisis intervention and CCS programs.** Discussion followed. It was noted that the monies targeted for the increases will be generated from monies realized from the 40% state share for the cost of children and elderly persons placed at the Mental Health Institutes. WCHSA members indicated that they support the increase in funding only if there are new dollars. **An amendment was made and seconded to change the motion to – WCHSA will support the proposal in the Governor's budget to provide increases of \$1 million GPR in FY10 and \$3 million in FY 11 for CSP, crisis**



intervention and CCS programs provided the funding is new dollars and not generated from any cost shifting measures including the use of those funds that are realized as a result of increasing fees to the counties. The amendment carried. Vice-Chair Jim Mode then called for a vote of the amended motion and it carried.

- Expansion of Screening, Brief Intervention and Referral to Treatment (SBRIT) - The Behavioral Health PAC recommended that the Executive Board support the Governor's proposed expansion of the SBRIT Initiative. This Initiative involves implementation of an assessment system within the community and at medical settings, which will screen individuals who are at-risk for substance use. This is a voluntary program and there is no mandate to provide services to the consumer. This could become a standard of care for medical providers and become a regular part of health screening at the primary care level in the future.

**MOTION: A motion was made and seconded to support the Governor's proposed expansion of the SBRIT Initiative. The motion carried.**

- New Voting Members for Behavioral Health PAC - **MOTION: A motion was made and seconded to appoint the following people as voting members of the WCHSA Behavioral Health Policy Advisory Committee: Dr. Brian Bezier, Psy.D., Clinical Director/Manager MH/AODA Services, Outagamie County Health and Human Services, Joanne Lischka, Behavioral Health Manager, Marinette County Health and Human Services, Phil Robinson, LCSW, Clinical Services Manager, Adams County Health and Human Services, and Kathi Cauley, Director, Jefferson County Human Services Department. The motion carried.**
  - 1915(i) Waiver – the current budget proposal includes an MOU and a number of counties that can participate. A survey was distributed last year regarding the 1915(i) waiver. Twenty-eight (28) counties responded. Of those respondents, seven counties indicated that they are interested in providing 1915(i) waiver services. The waiver includes residential support services; support employment; and peer-to-peer mentoring support services. It was clarified that there is actually no limit to the number of counties or the amount of funding available, however the budget requires that an estimate be included. Counties who participate will be able to access the federal share by providing the required 40% state share. The state will not provide any funding for 1915(i) waiver services and there is no expectation that the services will be offered in every county. The PAC did not take a position on this item.
- **Children, Youth and Families – Co-Chairs Mark Mertens and Carol Wright**
    - The Governor's Budget - Mark Mertens discussed the following list of recommendations on issues pertinent to children, youth and families.
      1. The PAC recommends that the WCHSA Executive Board pursue and support a State law change allowing *Court* review or an *OJOR* review at the discretion of the involved Court for youths placed in juvenile corrections.
      2. The PAC recommends that the WCHSA Executive Board ask the Legislature to require the Division of Juvenile Corrections to implement one or more findings in the recent Department of Corrections cost study to reduce daily rates charged in juvenile correctional facilities until they are equal to the reductions made to the Youth Aids allocation.
      3. The PAC recommends that the WCHSA Executive Board ask the Legislature to require the Division of Juvenile Corrections to create a State/Counties study committee to formulate and implement a 5-year-plan that will require programming to be evidence-based.
      4. The PAC recommends that the WCHSA Executive Board request that the Legislature require that a percentage of the treatment and recovery monies allocated to the Division of Corrections be used for drug courts, intensive AODA and mental health services in the Division of Juvenile Corrections.

The consensus was to postpone action on the PAC recommendations to a later date.

- The Proposed State Requirement For County Assumption Of Costs Of Care For Children And Elderly Patients At Mendota And Winnebago Mental Health Institutes - Mark noted that the Children, Youth & Family PAC also recommended that the WCHSA Executive Board oppose the proposed State requirement for Counties to assume the state portion for the cost of care for children and elderly patients at Mendota and Winnebago Mental Health Institutes.
- **A MOTION was made and seconded to pass all of the following:**
  - **To request that the Legislature require monies be made available to counties from the federal economic-stimulus-act to offset reductions in IV-E and BCA funding;**
  - **To recommend that the Legislature require that no less than 50% of newly-generated federal monies related to implementation of the proposed statewide 'Graduated Licensing / Levels of Care' system be allocated to Counties other than Milwaukee.**
  - **To recommend that the Legislature give the Division of Children and Families the flexibility to allocate IV-E PEP monies to quality service review activities, adoption-resources, and child-welfare training partnerships.**
  - **To support the CPS alternative response component of the proposed budget.**  
The motion carried.
- **Long Term Support – Co-Chairs Joan Ketterman and Linda Van Ness**
  - **ADRC Position Paper – The PAC recommended support of this paper.**  
**MOTION was made and seconded: WCHSA supports Disability Rights Wisconsin's proposed amendment to the 2009-2011 Biennial Budget that includes a 10% increase for ADRCs in Year 2 at a cost of \$2.8 million**  
While the PAC recognized that this is not one of the four priority budget issues identified by WCA and WCHSA, they recommended ongoing collaboration with DRW to support the need for increased funding to cover the cost of ADRC's.  
**An amendment was made and seconded to add "with the understanding that this funding increase will not come from any cost shifting done at the expense of other health and human service programs." The amendment carried. The vote on the amended motion carried.**
  - There was some discussion of a draft memo that prohibits locating ADRC and MCO administrative offices in the same building. Since some counties have built offices designed specifically to locate staff together, there is some objection to this new requirement. The PAC will be reviewing the issue.

#### **Standing Committees Action Items/Reports**

- **Public Policy – Gerald Huber**
  - **Budget Strategy – Huber recommended that counties use the same approach to providing input on the Governor's proposed budget as recommended by WCA. Focus should be on four priority issues – reductions in the BCA in DCFS; increase fees for Mental Health services; reductions in Youth Aids and reductions to Income Maintenance allocation. All counties should speak to their legislators. MOTION: A motion was made to focus Association efforts on reinstating funding to the DCFS BCA, Youth Aids and Income Maintenance allocations and to eliminate the new fees to counties for the state mental health institutes. The motion carried.**
- **Conference Update**
  - **May 6, 7 & 8, 2009: Wisconsin Dells: Chula Vista – Chair Randy Jacquet gave an update and noted that everything is set for a great conference.**
- **Membership & Dues Committee – Neal Blackburn – no report.**
- **Awards Committee – Alice Connors – a number of nominations have been submitted.**

### **Ad Hoc Committees and Reports**

- ADRC Ad Hoc Committee – Glen Johnson – A meeting has been scheduled with Janice Smith with a tentative date of April 29<sup>th</sup>.
- Long Term Care Council – Todd Romenesko – none.
- Governor's Poverty Summit – Anne Wondergem reported.

### **Association Business**

- Chairman's Report
- President's Report
  - Secretaries Meeting – Ann Wondergem reported that the next meeting with the Secretaries will be tomorrow-April 3, 2009. There will be a pre-meeting for WCHSA members at 12:30 p.m.
  - Appointments
    - President Wondergem recommended Bill Topel and Tom Stratton for appointment to the Medicaid Rate Reform Project. **A motion was made and seconded to endorse the appointment of Bill Topel and Tom Stratton to the Medicaid Rate Reform Project. The motion carried.**
- Treasurer's Report will be posted on the website.
- Administrative Coordinator's Report - There is a registration form for the May Conference on the WCHSA website. The form can be completed on-line.

**Adjournment** – Vice-Chairman Jim Mode adjourned the April 2, 2009, meeting of the WCHSA Executive Board at 11:37 am.

Respectfully submitted,  
Faith A. Elford, WCHSA Coordinator